

January 4,  
1939.

Mr. Milton J. Ferguson,  
Chief Librarian,  
Brooklyn Public Library,  
One Hanson Place,  
Brooklyn, New York.

Dear Mr. Ferguson:

Your request dated December 19, 1938, addressed to the Illinois State Library requesting a copy of the "Catalog Rules Series for Archives Materials" was referred to the Archives Division. We sent you a copy of the Catalog Rules as requested.

I do not know whether any one else from the State Library has replied to your request for the list of our publications. The Illinois State Library issues a monthly leaflet entitled "Illinois Libraries." The Extension Division of the Illinois State Library issues an annual report on local library statistics. The biennial report of the Illinois State Library is included in the biennial report of the Secretary of State. The Archives Division issued a printed list of Catalog Rules in 1936 of which the present rules are a revision; also in 1932 we issued a descriptive booklet about the Archives Division of the State Library and both of these pamphlets are out of print. The blue book issued biennially by the Secretary of State also contains extended articles relating to the work of the three State Library Divisions. These are the only regularly issued publications of the libraries. The Illinois Historical Library which is a separate institution also has a number of publications, but I cannot supply you with a list of them.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MMH:ED

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

January 1956

Accessions.

Accessions were again routine in nature for the most part. Several such as the Corporation reports are annual deposits. It will be noted that the Corporation reports are now held back by the Department for one year only, the records thus falling within our definition of "current records deposited for security purposes."

The one new accession was the two volumes of Memoranda issued by the Legislative Council, a file as complete as Dr. Isakoff can make it for the period through 1953. Most of this material is mimeographed and I doubt if Miss Bailey has it. This is the official archive of the Legislative Council.

Two transfers in January have not yet been checked and receipted for - the 1942 correspondence file of the Secretary of State and an additional two years of application files of the Liquor Control Commission. These will appear in our February statistics.

Departmental Vaults.

The Corporation Department transferred another year of correspondence to its vault. The Superintendent of Public Instruction also transferred records.

Staff Work.

The archivist spent a large amount of time on matters relating to the records management survey. She has typed the main entry cards for the analytical cataloging of the 1873/74 General Assembly. Tracings will be added shortly so that the secondary cards can be typed by an assistant within the next week or so. An attempt is being made to complete one legislative session each month.

Miss Scheffler has at long last found time to get back to the canal records cataloging and has nearly completed that work.

Miss Terry has combined, stapled and done the preliminary filing on the corporation reports for the



letters O - R. Mrs. Hudson has final filed the letter M for the years 1952-54 and is working on those years for the letter "N." Mrs. Hudson and Mrs. Reisch are making new folders for those corporations which have ten or more reports (in office parlance, the "ten folders") and is replacing and dividing old folders. This work had to be neglected in recent years when Mr. Rountree was struggling to do all the final filing without assistance. He now has no time for filing, so we are delighted at the way our new new file clerks are taking hold.

Both Mr. Cassady and Mr. Rountree have spent most of their time in playing "Pussy Wants a Corner" in the Archives vaults and in checking in new accessions. We thought we had everything rearranged in such a way that we would have to do no more shifting this biennium, but records which we had expected would be held back for a while are coming in. As our vaults fill we shall be having more and more of this.

Mr. Cassady is still working on the grantor index to Deeds and Abstracts to State property. He has reached Case 27 # 77. At present our highest number is Case 27 # 159. These later numbers are generally simpler in content - single instead of the multiple tracts involved in the old numbers. We hope to complete this project soon. Most of the index cards have been typed.

#### Records Management Survey.

As noted above, the archivist has spent much time in conferences relating to this project. Two candidates for the new position of State Records Management Liaison Officer have visited Springfield during the month - David Duniway, State Archivist of Oregon, and Jesse Boell, State Archivist of Wisconsin. It is hoped that the Secretary of State can announce the appointment early in February. As I had anticipated, the Survey is raising policy matters which need decision, so it is desirable to get this new appointee on the job as early as this man can secure his release from his present job - by March first if possible.

The archivist is sitting in on meetings of the Advisory Committee on the project. The new project director, Mr. Thornton Mitchell arrived the day before the third meeting, which was held January 23. We are all favorably impressed with him. He is more mature than Mr. Bascom, who left to take a position in private industry. Mr. Mitchell has had twenty years experience in the National Archives, in the Navy records management project and in other phases of

the records management field. He seems to have a firm and a progressive grasp of our objectives.

Mr. Boell's visit which started at noon following the last meeting of the Advisory Committee came at an opportune time because you were able to counsel with him concerning certain problems raised at the meeting. The most important is the pressing need for the creation of a records center to care for those records which under the statute of limitations or for other legal reasons must be preserved for a limited time. There being no storage in the new Office Building and leases upon present rented warehouse space about to run out, something must be done with these records. It is uneconomical and impractical to house them in departmental offices, and the storage space in archival vaults too expensive for these temporary records. The most approved practice is housing in fireproof warehouse type storerooms equipped with shelving and carton boxes.

Mr. Mitchell at the Advisory Committee meeting made a strong plea for the immediate establishment of a - Records Center since that would make it possible to put certain records improvements into effect. I was called upon to explain the difference between our departmental vault system and a records center and I expressed concern over what would happen if a records center were established too far away from the Archives Building. There would be three places for a department to go to look for their records - The Archives, the Departmental Vaults and the Records Center. Since the Records Center, unlike the Departmental Vault system, provides service on the records, I felt the present automatic chain of transfer to the Archives would be broken. I stated that I was in favor of establishing a Records Center. All present, in a unanimous vote, favored such a center. Mr. Leth, quite wisely, I thought, pointed out that the Survey contract provides that the Council shall advise, but not set up such a system. He thought this was something for the Advisory Committee to study very carefully and not something to go into blindly.

This seemed to be my cue to come up with a plan. I was hoping this would be deferred until the State Records Management Officer gets on the job, but we must present a plan, at least, very soon. Jesse Boell, Thornton Mitchell and I spent considerable time discussing the matter. Mr. Boell's counsel was worth the price of his trip. We decided that the Archives could keep on top by starting a center in a very modest way. We could equip the Archives storeroom when the library books temporarily stored there are moved out, and could use level 1 of the Archives vaults, now also occupied by the library. (We are removing the few archival records now there). Mr. Boell agreed with me that

it is desirable for the Illinois Documents Department to remain here, though at the rate the Archives deposits are increasing we will not be able to continue to house in the Archives vaults the duplicates Miss Bailey keeps on hand for exchanges. We also agreed that pressure should be brought to get the Vital Statistics office out of the building, but are aware of the desirability of that office being close to the records which definitely need the protection of the Archives Building. I asked Mr. Young if we could have some of the basement storerooms in the Centennial Building but he replied that they would all be needed for the Automobile Department. Mr. Boell suggested that we could probably take over some of the State House storerooms as they are emptied of past accumulations. "The fact that the records would continue to be housed under dripping steam pipes and other bad physical conditions would help us get support for a new and suitable building. The records would be serviced which they are not at present." For a temporary office we can use the second floor east, along with the Survey people and the laboratory. This would require clerical assistance but I got the impression that that would be forthcoming.

My present thinking is that we should present an immediate plan to the next meeting of the Advisory Committee that the Archives is setting up a Records Center shortly, without going into detail as to our plans, but merely to establish our priority to handle the job. My solution to the space problem would be to press for the erection of the State Library Building, perhaps not immediately (I don't think we could get it now). The plans should be brought down to date. I should think we could get an addition right away in the form of a two or three story fireproof addition at the back of the building, probably faced with brick or concrete, this to be the beginning of the planned vault-stack area. I don't believe this would have to be very expensive - in essence just a hollow core with reinforced concrete floors - not the expensive library type equipment. That is something to be planned for for the next budget, I would think. Details of the planning should, of course, be worked out by my successor.

Mr. Frank White talked on records management at the January meeting of ASPA.

Mr. Mitchell in his report to the Committee stated that "a records center, that is a permanent establishment, would require a minimum of about 10,000 square feet, which would permit the storage of a maximum of about 40,000 square feet of records." He also estimates that about one-third of all the records of the State Government may be destroyed now and that about twenty per cent of the records of the State Government may be stored in a records center. He said that a relative high percentage of records that are now in

office space could be stored, and would be stored if there were some facilities other than the existing storage areas available in which to store them. He said that temporarily we could probably get by with a minimum of between 1500 and 2500 square feet.

Space which can be made available in the Archives Building on a temporary basis, when the library books are removed to the new stack areas are as follows:

Square Feet

840	Basement Store Room
<u>1524</u>	1st level Vault
2364	
	Occupied by Vital Statistics
3660	1st & 3d floor office
<u>3890</u>	11th level Department Vaults, used for offices
7550	
2240	9th level - used for housing records which should remain
<u>      </u>	
9790	

Square feet which would be available if  
Vital Statistics moved out:

2364  
7550  
9914

This would be almost the amount of space which Mr. Mitchell is recommending for a permanent records center. While it would be makeshift and not suitable for a permanent solution, it would do until we could get the addition. Much should be made of the fact that this records center problem could be, not solved, but largely alleviated, if the Archives Building were returned to the occupancy for which it was planned.

State Records Commission.

In the year 1955 the Commission issued Disposal (Retention) Schedules for 157 categories of records on 34 applications from 7 major departments; permitted substitute of microfilm copies for 47 categories on 18 applications

from 6 major departments; authorized destruction of records for limited periods of time for 211 categories of records on 28 applications from 8 major departments. The Survey has accelerated this work, although since they have been working only 31 were applied for out of 103 passed upon by the Commission.

Visitors.

Aside from the visits of Messrs. Duniway and Boell noted above, we had two interesting visitors from the Philippines legislative reference bureau: Mr. Amador L. Gonzales and Mrs. Gerarda S. Llave. Mr. Finkle brought them over to show them how we keep the General Assembly records.

Archives Publicity.

The archivist had an article on the "Illinois Records Management Survey" in the January 1956 issue of The American Archivist. She also, on request of the editor wrote the memorial to her close friend Herbert Kellar which will appear in the April issue. The Illinois State Register printed a nice article about her, with her picture, in its series of "Profiles" of Springfield women. This appeared January 31.

Respectfully submitted,

Archivist

# ARCHIVES ACCESSIONS

January 1956

	<u>Documents</u>	<u>Vol.</u>	<u>Reels</u>	<u>Drawers</u>
<b>Secretary of State</b>				
<b>Corporation Department</b>				
Annual reports, 1954				
For profit corporations	55,000*			
Not for profit corps.	10,000*			
Fee book, 1954		1		
<b>Index Department</b>				
Deeds to State property (3 cases)	12			
Contracts and leases	550			
Election records	25*			
<b>Securities Department</b>				
Closed cases	713			
<b>Mercer County Clerk</b>				
Security microfilm			26	
<b>Legislative Council</b>				
Memorandum # 1--2-208 - 1953				2
<b>Adjutant General</b>				
Correspondence concerning Spanish American War records	250*			
<b>Illinois Liquor Control Com- mission - Chicago office</b>				
Applications 1942-50	_____	—	—	<u>53</u>
	66,550	1	26	55

\*Estimated

# ARCHIVES REFERENCE

January 1956

## State Business

### In Person

#### Secretary of State

##### Corporation Department

Annual reports	86
Index cards	82
Railroad register	12

##### Executive Department

Executive record	2
Trade Marks	1

##### Index Department

Elections	4
Enrolled Laws	4
Leases	10

##### Securities Department

Closed cases	3
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General Assembly	52
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##### Adjutant General

World War I bonus	1
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##### Liquor Control Commission

Applications	2
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##### Registration and Education Department

Real estate salesman	1
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**ARCHIVES REFERENCE**

January 1956 (continued)

**State Business****In Person****Service Recognition Board**

World War II bonus 14

**Waterways Division**Canal records 5  
Chippenfield report 2**By Mail****Service Recognition Board**World War II bonus 34  

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315**History****In Person**

General Assembly 1

**Governor**

Pardon record 1

**By Mail**10  

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12**Family History****In Person**

Name index 24

**War service records**Civil War 39  
Spanish American War 1**Census records, U. S.**1840 6  
1850 12  
1860 2  
1880 2



**ARCHIVES REFERENCE**

**January 1956 (continued)**

**Family History**

**By Mail**

Family history 42

War service records

Civil War 25

Spanish American War 1

World War I 1

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155

**Advisory**

**In Person**

Daily conferences with National  
Records Management Council  
and frequent conferences re  
State Records Commission  
business not recorded

**By Mail**

9

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9

**Grand Totals**

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491

ARCHIVES CATALOG

January 1956

Name Index	0
Catalog	0

No statistics this month because statistics held back pending completion of two projects in progress.

DEPARTMENTAL VAULT ADMISSIONS

January 1956

Adjutant General's Office	15
Agriculture Department	1
Attorney General's Office	2
Division of Architecture and Engineering	2
Auditor of Public Accounts	49
Civil Service Commission	35
Commerce Commission	7
Corporation Department	12
Court of Claims	1
Executive Department	14
Finance Department	2
Historical Library	1
Department of Public Instruction	1
Insurance Department	1
Liquor Control Commission	4
Division of Mines and Minerals	2
Department of Registration and Education	28
Securities Department	1
Teachers' Retirement System	24
State Treasurer	7
Division of Waterways	7
Department of Public Works and Buildings	<u>8</u>
	225

PHOTOGRAPHIC LABORATORY

Report for January 1956

Offset Negatives

8 x 10	22
10 x 12	29
11 x 14	9
12 x 18	<u>24</u>
	64

Photostats

Negatives

Corporation recording	30
State Library	24
Archives	30
For Waterways	38
Publicity Department	<u>2</u>
	114

Photographs

Negatives

8 x 10

Secretary of State		
Drivers' License	10	68
Publicity Department		353
New State Office Building	39	
Interiors	30	20
Blue Book	23	127
State Library	<u>6</u>	<u>24</u>
	108	592

## ILLINOIS STATE LIBRARY

### ARCHIVES DIVISION

Report for February 1956

#### Accessions.

Frank White of the National Records Management Council staff is specializing in selecting records not only for destruction but also for transfer to the Archives. Thus far only one group has come as the result of his recommendations - the records listed from the Aeronautics Department - but others have been recommended for such transfer. Mr. White sends us a letter containing his recommendations and if transfers are not made on the initiative of the department in a month we shall contact the department ourselves.

Several people from the Division of Waterways have recently spoken again about the probable transfer of the remaining canal records from the Lockport office. Some were held back at the time of the original transfer because being used on a current engineering project. This having long since been completed, the local engineers would like to see them brought here.

#### Departmental Vaults.

The State Library was the only department requesting permission to transfer records in February.

#### Staff Work.

There were no new projects under way among staff members, hence there is nothing special to report as to their duties. All have been busily engaged in their usual routine duties.

#### Reference Work.

The most important reference project under way in the Archives, one which has been going on here and in other libraries for several years, is a documentary history of Illinois and Michigan canal, being prepared by Mr. W. A. Howe of the Waterways Division. Such a documentary history was compiled and published by the State about 56 years ago, but in the meantime much additional

material has become available, particularly since the canal records transferred to the Archives have been cataloged and otherwise made better available.

Engineers of the Waterways Division have also recently made active use of the survey maps which accompanied the Chippenfield report on rivers and submerged lands made in 1911. Because of the size of some of the atlas volumes and because handling of all the division's maps on file made it impractical for the engineers to accomplish their work expeditiously in the Reference Room, a vault permit was issued to two men for two weeks. We are also, by special arrangement with Director Rosenstone, permitting the temporary withdrawal of maps for copying by division draftsmen. The size and fragility of the maps makes it impracticable to make suitable photocopies though I think some of the work could be done on the Apeco Auto-stat photo-duplicating machine recently demonstrated. The Division is mounting some of the maps for us before returning them.

Patrons continue to use our facilities for genealogical work, both through the mail and by personal visits. We receive many compliments for our cordiality, which appears to be in contrast to their reception in some other states. As usual, inquiries have been most frequent from western Mormons.

#### Visitors.

Mr. Nom Upramai, a member of the Parliament of Thailand, who is also a professor of history, visited us in connection with a visit to the Historical Library on February 3.

Mr. E. E. Burke, chief records management officer of the Central African archives, South Rhodesia, was our guest on February 6 and 7. Mr. Burke is a graduate of Manchester University and a native of Lancashire, England. He entered archival work via library work. Although the chief purpose of his visit was to learn about the work of the records management survey, he was interested in all phases of archival administration. He was a most delightful and adaptable guest. He took with him a kit of our sample forms. A similar kit was sent this week, upon request, to Mr. Thomas Amelia, the new archivist of New Jersey.

#### Records Management Survey.

The records management survey is progressing most satisfactorily. Mr. Thornton Mitchell, the new project director, who has had both archival and records

management experience, has grasped the spirit of the objectives I have had in mind most enthusiastically. He is a real leader and as anxious as I to make this project the most outstanding one yet undertaken by any government. He has been particularly helpful in helping us outline plans for the new records center proposed in the archivist's report for January.

The Council has practically completed surveys in the Departments of Public Health, Revenue, Registration and Education, Aeronautics, and in the Civil Service Commission. It has completed but not yet released an across the board study of personnel records. The staff are now concentrating chiefly in the Auditor's Office and the Automobile Department. At their request, each State department has designated a liaison officer whose duty it will be to carry on records management projects after the Council completes its work. Seminars will be held for indoctrination in records management principles. At the suggestion of the archivist, Mr. Cassady, who will probably head the new records center, at least temporarily, will also attend these seminars.

The Advisory Committee held its February meeting on February 23. The archivist is not a member, but is invited to sit in on the meetings and to participate in the discussions. Proceedings of these meetings and reports by the Council are on file in her Archival Technique File.

The State Records Commission held its monthly session on February 1st.

#### Personal Notes.

It is with sorrow that we record the death of Dr. Harry E. Pratt, State Historian, on Lincoln's birthday, February 12. Dr. Pratt has not only been a close colleague both in the overlapping fields of the Historical Library and the Archives and as a member of the State Records Commission since 1951, but a personal friend of the Archivist's for a quarter of a century. We are happy that his widow, Marion Bonzi Pratt, herself a well-known Lincoln scholar, has been appointed Acting State Historian

The new State Register reporter conducting the column "Capitol Comments" used archival stories twice recently - one on the Washington-La Fayette portraits, the other on the Secretary of State portraits in the Conference Room. Both Rockford newspapers gave space to comments on the "Profile" article on the archivist which appeared recently in the State Register.

Alvin Rountree gave the invocation at the annual Washington Day breakfast by Springfield laymen under the auspices of the Council of Churches. He is highly regarded as a civic leader among his people and we are proud of him.

Respectfully submitted

Archivist



# ARCHIVES ACCESSIONS

February 1956

	<u>Documents</u>	<u>Drawers</u>	<u>Vols.</u>	<u>Micro. Reels</u>
<b>Aeronautics Department</b>				
Engineering studies and/or reports	14			
<b>Liquor Control Commission</b>				
Applications				
Down State		40		
Chicago Office		110		
<b>Registration and Education Department</b>				
Applications				
Beauty Culture	11,608			
Examination Grade Sheets			13	
Ledgers			3	
<b>Secretary of State</b>				
Correspondence 1942		41		
<b>Index Department</b>				
Deeds, 2 cases	5			
<b>Peoria County Recorder</b>				
Security Microfilm	_____	_____	_____	<u>35</u>
	11627	191	16	35

# ARCHIVES REFERENCE

February 1956

## State Business

### In Person

#### Secretary of State

##### Corporation Department

Annual reports	76
Index Cards	51

##### Executive Department

Internal Improvements	18
Notary Bonds	1
Trade Marks	2

##### Index Department

Deeds to State Property	3
Elections	4
Contract and Leases	1
Enrolled Laws	7

General Assembly	33
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#### Governor

Correspondence	3
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#### Registration and Education Department

##### Applications

Real Estate Broker	1
Registered Nurse	2

#### Liquor Control Commission

Applications	1
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Service Recognition Board	7
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# ARCHIVES REFERENCE

February 1956 (continued)

## State Business

### In Person

#### Waterways

Chippenfield report (Vault Permit issued to Division Statistics Estimated)	105
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### By Mail

Service Recognition	31	
		346

## History

### In Person

Secretary of State	2
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Election Records	6
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General Assembly	2
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#### Governor

Correspondence	1
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Blue Book	1
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By Mail	7	
		19

## Consultation Service

### In Person

Consultations re Record Management Survey not recorded	2
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### By Mail

Other Archivists	9
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County officials	1	
		12

ARCHIVES REFERENCE

February 1956 (continued)

Family History

In Person

U. S. Census

1830	1
1840	2
1850	8
1860	7
1880	11

Name Index	25
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County Histories	6
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War Service Records

Civil War	17
World War I	4

By Mail

Family History	49
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War Service Records

Black Hawk War	1
Civil War	38
World War I	1
	<hr/>
	170

Grand Total

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547

# ARCHIVES CATALOG

February 1956

## Reference Catalog

Cuba. Archivo Nacional

Publications No. 2 - 42, 1 series,

38 entries

For general library catalog 112 cards

For archives catalog 112 cards

## General Assembly miscellaneous records

	<u>Series</u>	<u>Secondary</u>	<u>Cross Reference</u>	<u>Withdrawals</u>
1873/74	239	860	77	51
1875	<u>104</u>	<u>224</u>	<u>36</u>	<u>104</u>
	343	1084	113	155
	<u>1084</u>			
	<u>113</u>			
	1540			
	<u>155</u>			
Net Cards	1385			

<u>Name Index</u>	<u>Cards</u>
U. S. Census	1580
Illinois and Michican Canal	<u>1100</u>
	2680

DEPARTMENTAL VAULT ADMISSIONS

February 1956

Adjutant General's Office	13
Attorney General's Office	1
Division of Architecture and Engineering	3
Auditor of Public Accounts	44
Civil Service Commission	43
Commerce Commission	1
Corporation Department	2
Court of Claims	1
Executive Department	8
Finance Department	3
Department of Mines and Minerals	1
Division of Parks and Memorials (Conservation)	1
Department of Registration and Education	24
Department of Revenue	1
Securities Department	1
Supreme Court	4
Teachers' Retirement System	20
State Treasurer	12
Division of Waterways	<u>7</u>
	190

PHOTOGRAPHIC LABORATORY  
Report for February 1956

Offset Negatives

10 x 12 in.	40
11 x 14 in.	20
12 x 18 in.	21
8 x 10 in.	<u>7</u>
	88

Photostats

State Library	62
Archives	
for Securities, Department	21
Liquor Control	21
Index Department	14
Waterways	7
	29
Corporation Department	18
	<u>105</u>

Photographs	<u>Negatives</u>	<u>8 x 10</u>	<u>16 x 20</u>
Secretary of State	171	710	20
Library	36	66	
Archives	<u>2</u>	<u>20</u>	<u>20</u>
	209	796	

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for March 1956

Accessions.

Besides the records enumerated in the Statistics, we received some ledge volumes and some applications for professional license from the Department of Registration and Education, not yet receipted for.

Mr. White of the Records Management Survey has suggested for transfer certain records found in the Departments of Public Health, Agriculture, Registration and Education, Revenue and Civil Service Commission. None of these records have as yet been transferred. After waiting a month for the Departments to take the initiative, we shall make active efforts to get these records for the archives.

Dr. Sagen is proposing to transfer his death records to the Archives. First he must secure an opinion from the Attorney General as to how we can handle this for him, since the law specifically requires that vital statistics records be housed in the office of the State Department of Public Health. If he would remove his offices from Departmental Vaults he is using he could house the records himself, but as he has no other space that seems impracticable at present. In order to house these records we must get back another floor from the Illinois Documents Department of the State Library. As Miss Bailey is using one and a half floors of Archives vaults for housing non-Illinois exchange materials of dubious value to the State Library - chiefly House and Senate Journals of other states - we do not feel that we are unreasonable in demanding that this space be released for immediate use. Library books were brought into the Archives Vaults during the war to protect us from threats to take away space for non-record storage. These conditions no longer exist and the space is needed for archival use. However, we have no thought of asking that the Illinois documents be removed, because if they were taken out we should have to go to the expensive of duplicating all that printed material which is essential to archival reference.

Departmental Vaults.

Transfers were made to the vaults of the Auditor and Executive Department of the Secretary of State.



### Records Center.

The important policy decision that the Archives Division should continue to dominate the records situation in Illinois government by establishing a Records Center in the Archives Building has been O.K.'d by the Front Office. The Records Center will house and service semi-current State records which are not of permanent value but which must be kept for a period of years because of the statute of limitations or for other reasons. All records put under retention schedules will be transferred at stated intervals to the Records Center, where they will be housed in inexpensive equipment (paste board cartons) stacked to the ceiling on cheap steel shelving. When the Department of origin need to use these records they will be produced by us and loaned to the Department. We will keep inventories which will permit us to locate these records immediately. At the end of the retention period for each category, the older records will be destroyed. The National Records Management Council feels that it is essential to a sound records program that this Center be opened immediately. Several sites were investigated by the Council. It has been decided to start the Center in the Archives Building Store Room in the west basement and on the first level of the Archives Vaults. At present the records will be charged out at our Reference Desk. Mr. Cassady will for the time being, be the head of the Reference Center, assisted by Mr. Rountree and two clerks who will be appointed as soon as we give the word. The Council is preparing a manual for the Center.

This available space will be entirely inadequate within a year. We are recommending that an appropriation be requested from the next Legislature for a two story addition at the back of the building, planned to hold 10,000 square feet of records, with provision for adding archival vaults above at a future date. There is room for a building approximately 100 x 45 ft. without disturbing the present parking lot. The architect estimates that this addition will cost approximately \$200,000 plus cost of equipment.

Eventually the present system of the Departmental Vaults which house permanent semi-current records, must be integrated with the Records Center. We feel that this can wait for my successor.

### Lamination Laboratory.

The Lamination Laboratory is now about finished except for minor plumbing connections and the hood over the lamination machine. The latter will be added as soon as Mr. Barrow gets here and indicates exactly where it should be installed. Mr. Bulpitt has been employed and is to report for work on April 15th. We will start him unfolding documents to get the "feel" of paper, but we should get Mr. Barrow here to give instructions just as soon as our supplies arrive. I anticipate some problems in lamination due to the fact that most of Mr. Barrow's experience has been with 18th century or earlier records. The National Archives found it impossible to apply some of Barrow's de-acidification procedures to 19th and 20th century sulphide paper.

### Records Management Survey.

The Survey is proceeding satisfactorily under its present Project Director, Mr. Thornton Mitchell. A second Project Director, Frank Gaughan, is coming in as Mr. Mitchell's assistant on April 3d. The project has been raised to the status of regional office of the Council. A staff of four other assistants has been working the past month. The following departments have been completed and reports filed or in process of being drafted: Agriculture, Aeronautics, Auditor, Civil Service, Public Health, Registration and Education, and Revenue. The Automobile Department is now being worked in, largely a procedural study. A personnel records study for the use of the new Personnel Department has been completed or is nearly completed. The Advisory Committee directed that the reports should be filed with the Secretary of State and with the Departments concerned, but Mr. Mitchell is going to secure a copy of each for our use.

The Survey has kept the Records Commission busy. We had to hold two meetings in March. We had 17 applications from 9 departments. The Council cannot claim all of the credit because 5 of the departments were acting on their own initiative. However, the departments of Public Health, Agriculture, and Aeronautics have been put under full and complete disposal schedules, which means they will not have to come to the Records Commission again unless the laws affected records are changed or the department starts new files. A recent newspaper article from the Secretary of State's office claims the Survey has already cleaned out 16 tons of worthless paper. I am sure that this is grossly exaggerated but Mr. Mitchell insists it is correct.

If so, the Departments, on their own initiative, by authorization of the State Records Commission, had already cleaned out twenty times that much.

One "find" by the Survey has made Mrs. Pratt of the State Historical Society very happy. She had a note among the papers left by Paul Angle, stating that the Logan Collection in the custody of the Adjutant General, consists of "souvenirs and letters of condolence on the death of John A. Logan." The Survey found the collection in the Centennial basement and recommended that the Adjutant General transfer the manuscript material to the Historical Library. It proved to contain very important historical documents and a superb collection of Civil War pictures. Santa Anna's wooden leg was left behind with a collection of guns and other memorabilia for the Adjutant General.

Each of the departments has appointed one or more liaison officers who will make up a seminar on records management, to be conducted by Mr. Mitchell. These were supposed to be high level officials, and I was delighted to see who had been appointed. At my request, Mr. Cassady is to attend the class. At the first meeting, scheduled for April 6, Secretary of State Carpentier, Mr. Mitchell and the archivist are to speak. I have prepared for distribution a booklet on "How to Use Your Records Commission." A copy is appended.

#### Staff Work.

I have finished cataloging the 1877 General Assembly records, but about 200 cards are as yet untyped. Mrs. Hudson types the secondary cards after I have done the main entry cards and the cross references. I have almost completed catalog notes for 1879 - less than a day's work left there. As 1879 was scheduled for April I am ahead of schedule. It does not take too long to do this work, but I can find little time for it.

During the month I also wrote a manual on "How to Use Your State Records Commission", which has been mimeographed and will be distributed at the first meeting of the Seminar on Records Management discussed below.

Mr. Cassady has completed the Grantor Index of the Deeds to State Property on which he has been working for several months. This not only adds a valuable finding aid, but assures us that all transfers have been properly filed, each accession by itself, and all folders,

fully and properly labelled.

Both Mr. Cassady and Mr. Rountree have been doing considerable work in the Vaults.

Miss Scheffler has completed all the series of the canal records except the toll records. Although, there are about 200 of these volumes they can be cataloged in much less detail than other records. This should not take long. She has also done considerable reference work in the canal records. As reported before, Mr. Howe of the Division of Waterways is compiling a detailed documentary history of the canal, and in this connection the Division is working with their map collection. Miss Scheffler is so familiar with these records that most reference work in that field is referred to her. Incidentally, one of our patrons, Mr. Jack Fitzgerald of Joliet, has been profuse in his appreciation of her finding some data on land ownership which he had been trying in vain to find elsewhere and which she did locate the material very quickly.

Miss Terry and Mrs. Hudson are making good progress on the corporation filing. For the first time in several years we are finding time to add new folders, either to replace outworn ones or to divide those too full. Mrs. Hudson is also typing secondary catalog cards for me.

As shown by the statistics, Mr. East has had a work-out this last month. He got behind about two weeks on some of the census work at one time, and Mr. Cassady helped him briefly. A few days later he reported that he was completely caught up. The World War II bonus inquiries are gradually diminishing, but few can now be answered by form letter. Since the law relating to the transfer of the records to us seems to prohibit our transferring those cases appealed to the Court of Claims, we are sending photostatic copies to the Court, on advice of the Attorney General. The 1955 law would seem to be defective. It permits veterans whose claims were not closed at the time the Service Recognition Board was terminated, because of inability to secure evidence, to reopen their cases in the Court of Claims. Actually, all cases were closed formally before the Board was terminated. The question is whether cases closed for want of sufficient evidence long before the terminal date can now be reopened, or whether the very very few which were closed in the last few months of the Board existence be be reopened. There is some question as to whether any can be handled by the Court. Presumably, we shall have more of this work to do

Miscellaneous.

The office was closed for the Good Friday weekend - March 30 - April 2.

Respectfully submitted,

Archivist

# ARCHIVES ACCESSIONS

March 1956

	<u>Documents</u>	<u>Drawers</u>	<u>Volumes</u>
Secretary of State			
Index Department			
Deeds to state property (8 cases)	49		
Securities Department			
Record of escrow agreements 1919-26			1
Record of fees, 1917-54			12
Record of Securities Dept.			4
Adjutant General			
Correspondence re World War I bonus		2	
Civil War Muster Rolls	5		
Civil War Roster, Navy	—	—	<u>1</u>
	54	2	18

# ARCHIVES REFERENCE

March 1956

## State Business

### In Person

#### Secretary of State

##### Accounting Department

Payroll	1
---------	---

##### Corporation Department

Annual reports	171
Index cards	109
Changes and resolutions	1

##### Executive Department

Land records	1
Notary bond	1
Trade marks	4

##### Index Department

Enrolled laws	18
Election records	3

##### Securities Department

Closed Cases	3
Contract and Leases	3
Trust receipts	7

General Assembly	2
------------------	---

1830/31	1
1915	12
1919	14
1931	1
1933	7
1935	77
1936	2
1937	3
1945	12
1947	8
1949	1
1953	9
1955	13

ARCHIVES REFERENCE

March 1956 (cont'd)

State Business

In Person

Registration and Education Dept.

Beauty Culturist	1
Real Estate Broker	6
Real Estate Salesman	3

Liquor Control Commission

Application	1
-------------	---

Service Recognition Board	4
---------------------------	---

Waterways Division

Canal records	33
---------------	----

State Business

By Mail

Service Recognition Board	33
	<hr/> 482

History

In Person	1
-----------	---

By Mail	6
	<hr/> 7

Family History

In Person

Name Index	25
Counties Histories	6



# ARCHIVES REFERENCE

March 1956 (cont'd)

## Family History (cont'd)

### In Person

#### War Service Records

Civil War	7
Spanish American War	2
World War I	1

#### Census Records

##### State Census

1840	1
------	---

##### Federal Census

1830	2
1840	5
1850	10
1860	10
1880	8

### By Mail

Genealogy	92
-----------	----

#### War Service

Revolutionary War	1
Black Hawk War	1
Civil War	32
World War I	1

---

204

### Consultant Service

#### In Person

No statistics kept

#### By Mail

11

---

11

Grand Total

---

704

# ARCHIVES CATALOG

March 1956

## Name Index

U. S. Census 1850

Randolph County

2786

Illinois and Michigan Canal

1200

3986 cards

Catalog	<u>Main Entries</u>	<u>Secondary Cards</u>	<u>History Cards</u>	<u>X Ref. Cards</u>	<u>With- drawals</u>
General Assembly					
1875		1			
1877	134	344	3	58	152
1933			4		
1934			4		
1947		2			
1950	2				
Illinois and Michigan canal records (6 series)	62	279			
	<u>198</u>	<u>626</u>	<u>11</u>	<u>58</u>	<u>152</u>
	626				
	11				
	<u>58</u>				
	893				
Less withdrawals	<u>152</u>				
	741	net cards added			
Reference Library	20	cards			

741  
279  
 462  
62  
 400  
 ya  
 not

DEPARTMENTAL VAULT ADMISSIONS

March 1956

Adjutant General's Office	7
Division of Architecture and Engineering	3
Attorney General's Office	8
Auditor of Public Accounts	49
Department of Conservation - Division of Parks and Memorials	1
Civil Service Commission	40
Commerce Commission	4
Corporation Department	3
Court of Claims	3
Executive Department	39
Department of Insurance	2
Finance Department	1
Division of Mines and Minerals	1
Department of Registration and Education	33
Securities Department	10
Supreme Court	4
Teacher' Retirement System	32
State Treasurer	9
Division of Waterways	<u>13</u>
	262

PHOTOGRAPHIC LABORATORY

Report for March 1956

Offset Negatives

14 x 17 in.	13
12 x 18 in.	72
11 x 14 in.	17
10 x 12 in.	16
8 x 10 in.	<u>12</u>
	130

	<u>Negatives</u>
Photostats	
Corporation Department	19
State Library	80
Archives	<u>41</u>
	140

	<u>Negatives</u>	<u>8 x 10</u>	<u>20 x 24</u>	<u>16 x 20</u>
Photographs				
Secretary of State	125	627	50	50
Blue Book	18	36		
State Library	<u>4</u>	<u>16</u>	<u>—</u>	<u>—</u>
	147	679	50	50

ILLINOIS STATE LIBRARY

ARCHIVES DEPARTMENT

Report for April 1956

Accessions.

All records of the Auditor of Public Accounts (except land records) to the year 1933 and perhaps beyond; the records of the former Tax Commission; and the records of the former Railroad and Warehouse Commission are in process of transfer to the Archives. As these are not yet accessioned they do not show in our April statistics. To make room for these accessions it has been necessary to remove the exchange volumes of Laws, Journals and Collected Documents from other states now housed on Archives Levels 9 and 10. Mrs. Curran graciously loaned us one of the State Library stock boys to help in this boxing. One reason for our hurry was the necessity of clearing the 6th floor of the Centennial annex in which the Railroad and Warehouse records have been housed, also to make room in the Departmental Vaults in which the other records are housed. At present the printed documents removed from the shelves are being stacked in the aisles. They must be removed because they are in the way. Other records are coming in on the suggestion of the Council.

Departmental Vaults.

Bays 18 and 19, 10 North, released on removal of the Tax Commission records, have been reassigned by my recommendation, by the Secretary of State, being given to the Adjutant General.

Records were transferred to their vault by the Liquor Control Commission.

Staff Work.

This report is being written prior to the filing of staff reports to me because I expect to be too busy the next few days to prepare the report later. I may, therefore, omit something of interest, in which case this will be reported.

Much of my time this month was spent on records disposal business. On April 6 I was one of the speakers at the first seminar of State Liaison Officers. I spoke

"How to Use Your Records Commission," and distributed copies of the pamphlet of that title. At my request, Mr. Cassady is attending the class. This will not only give him instruction but assist him in contacting State Departments having records which should be transferred to the Archives on recommendation of the Council. Thus far very few of such records have been transferred. Mr. Cassady also attends the meetings of the State Records Commission.

The State Records Commission had such a heavy schedule in April that we had to have three meetings - April 4, 11, and 18. I spent two and a half days catching up on the Index to Disposals. Possibly I could save some of my time by having a members of the staff do this indexing, but I like to do it as I include such items as will be useful when we compile the biennial report. I also uncovered a serious error in one disposal schedule which we were able to correct at the next meeting of the Commission. (We had authorized a disposal after 3 years - it should have read 5 years). These meetings are very long and exhausting. The Commission requested the Secretary of State to rescind part of the Building Regulations to permit the Commission to smoke in the Conference Meeting during its sessions. Mr. Carpentier said he would agree if I thought it all right.

I have finished cataloging the 1879 miscellaneous records of the General Assembly though the typist has not completed all cards. I have also made the preliminary catalog notes on the year 1881.

My memorial ~~to~~ Herbert A. Kellar, formerly director of the McCormick Historical Association and a long-time intimate friend, was published in the April 1956 American Archivist. A copy is appended.

Mr. Cassady and Mr. Rountree have spent most of their time on transfers of accessions.

Miss Scheffler, as shown by her statistics and her report, spent most of her time cataloging canal records. She also spent considerable time working with some of Waterways Division engineers who are working with the maps.

Mr. East has been busy with the mail reference, as shown by the statistics.

Mr. Quonn was sent to Metropolis to do political work April 5-9. In his absence Miss Terry took his place.

Mrs. Hudson typed catalog cards for me and is typing the Grantor index to deeds and abstracts to State property, recently completed by Mr. Cassady. Both Mrs. Hudson and Miss Terry are filing corporation reports. Mr. Rountree no longer has time for filing so we are fortunate in getting two competent filing clerks in these two girls.

Mrs. Reisch is busy with the swarms of visitors, especially school children who visit State Buildings at this time of the year. She probably has accomplished little in the way of indexing.

State Liaison Officer.

Two candidates were interviewed for this position in April, a Mr. Halpin with the Air Force Records Center and Le Roy De Puy now with the U. S. Internal Revenue Service Regional Records Center at Omaha. Mr. Halpin is not qualified (only a high school graduate, no archival experience and little supervisory experience included in his 8 years of records management work). He was not interested and withdrew his application.

Mr. De Puy who was here April 26 and 27, I understand, is to get the appointment. I am very much pleased to have him as my successor, as he is one of the very few men in the country who have had both archival and records management experience. As a matter of record, his academic training and archival experience are listed here:

A. B., Allegheny College. History Major.  
M. A., Temple University. Social science major.  
Graduate work at Tulane University.  
Archival Institute at Washington, 1951.  
U. S. Immigration and Naturalization Service  
(statistician).  
Pennsylvania State Archives.  
Naval Records Management Center, New Orleans.  
Records Manager, Omaha Region Internal Service.  
Military service June 1943 - December 1945,  
Military Intelligence Division.

Mr. De Puy will work exclusively with the National Records Management Council and the State Records Center until after the Council's contract expires next spring. He will then gradually take over my work until my retirement several months later.

National Records Management Council.

In addition to inaugurating the Seminar for training State Liaison officers to carry on the records management program, the Council has made great progress in its survey work. All records of the Aeronautics, Agriculture, Public Health, and Revenue Departments are under disposal schedules. The survey for the office of Auditor of Public Accounts is nearly completed. Work is progressing on the Automobile Department. Mr. Mitchell, project director, reports that the Auditor's office needed very little work as the records are well organized, but that the cost of the survey will be saved in the Automobile Department alone. Mr. Frank (?) Gaughn, also having the rank of project director, though he will be under Mr. Mitchell, has been added to the staff. Thus far only one formal report has been filed - that for the Aeronautics Department. Other reports are being processed. Mr. Mitchell has contributed an article on the Survey to Illinois Libraries.

Miscellaneous Notes.

New flourescent lights have been added in the tunnel and basement corridors.

The Conference Room was used for a State Library staff meeting on April 3d.

Respectfully submitted,

Archivist



ARCHIVES ACCESSIONS

April 1956

	<u>Documents</u>	<u>Drawers</u>	<u>Volumes</u>
Registration and Education Dept.			
Ledgers and registers			3
Examination grade sheets, 1953 - 55			12
Applications			
Registered Beauty Culture	4283		
Nurse Qualifying	3540		
Secretary of State			
Index Dept. (4 cases)	<u>12</u>		<u>    </u>
	7835		15

ARCHIVES REFERENCE

April 1956

State Business

In Person

Secretary of State

Corporation Department

Annual reports	102
Index cards	62
Railroad book	1

Executive Department

Trade Marks	4
-------------	---

Index Department

Deeds and abstracts	3
Election records	3
Enrolled laws	4

Liquor Control Commission

Applications	3
--------------	---

Registration and Education Department

Registered Embalmer	2
Real Estate Application	1
Registered Nurse	1

Service Recognition Board

World War I	1
World War II	4

ARCHIVES REFERENCE

April 1956 (cont'd)

State Business

In Person

Waterways Division\*

Proceedings of Illinois & Michigan	5
Maps	18
Reports	2

General Assembly

House Journals	4
Senate Bills	3

Legislative Council

Memorandum file	2
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By Mail

Service Recognition Board	17	259
---------------------------	----	-----

History

In Person

General Assembly bills	2
------------------------	---

By Mail

	4	6
--	---	---

Family History

In Person

Name Index	18
County Histories	1

\*Vault permit issued to Division Engineers. Direct access to canal records. No statistics

ARCHIVES REFERENCE

April 1956 (cont'd)

Family History

In Person

War Service Records

Civil War	40
Spanish American War	1

Census Records

State census

1855	3
------	---

U. S. Census

1830	2
1840	2
1850	11
1860	6
1990	6

90

By Mail

War Service Records

Revolutionary War	3
Black Hawk War	3
Mexican War	1
Civil War	28
World War I	6

Family History (chiefly census)

115	74	
		<del>105</del>
		205

Archival Technique

In Person\*\*

0

By Mail

14	
	14

Grand Total

384
<del>100</del>
484

\*\* No statistics kept

# ARCHIVES CATALOG

April 1956

## Name Index

Randolph County 1850

2286 cards

Catalog	<u>Main Entries</u>	<u>Secondary Cards</u>	<u>Cross Reference</u>	<u>With- drawals</u>
Ill. & Mich. Canal (14 series)	40	321	5	
General Assembly				
1877	56	235		53
1879	85	276	46	159
1934	5	11		
Registration & Education	<u>1</u>	<u>1</u>	<u>      </u>	<u>      </u>
	187	844	51	212
	844			
	<u>51</u>			
	1082			
	<u>212</u>			
Net Additions	870			

Grantor Index (State owned real estate)

1153 cards

DEPARTMENTAL VAULT ADMISSIONS

April 1956

Adjutant General's Office	8
Division of Architecture and Engineering	1
Attorney General's Office	6
Auditor of Public Accounts	56
Civil Service Commission	37
Commerce Commission	6
Department of Conservation	1
Corporation Department	7
Court of Claims	1
Executive Department	41
Finance Department	1
Department of Public Instruction	1
Liquor Control Commission	4
Division of Mines and Minerals	3
Department of Registration and Education	29
Department of Revenue	1
Securities Department	8
Teachers' Retirement System	31
State Treasurer	12
Division of Waterways	<u>16</u>
	270

# PHOTOGRAPHIC LABORATORY

Report for April 1956

Photographs	<u>Negatives</u>	<u>Positives</u>
Corporation Department		
Recording	69	
Archives for		
Corporation Department	12	
Liquor Control Commission	66	
Registration and Education Dept.	1	
Waterways Division	78	
Patrons	<u>1</u>	
	217	

## Offset Negatives

14 x 17 in.	6
12 x 18 in.	44
11 x 14 in.	12
10 x 12 in.	25
8 x 10 in.	<u>13</u>
	100

Photographs	<u>Negatives</u>	<u>8 x 10</u>	<u>16 x 20</u>	<u>20 x 24</u>
State Library	22	60	10	16
Archives	14	42	<del>732</del>	
Secretary of State	182	732	<del>732</del> <del>150</del>	<del>150</del>
Blue Book	<u>6</u>	<u>20</u>	—	—
	224	<del>732</del>	<del>892</del>	16
		<u>854</u>	160	

## ILLINOIS STATE LIBRARY

### ARCHIVES DIVISION

Report for May 1956

#### Accessions

We are still working on inventories for the large accessions noted as coming in last month, so these still do not show on our statistics. There are also other records, by the Records Management Survey, which have not yet come to us though we are going after them. About 11,200 volumes and 91,000 documents came from the Auditor, Tax Commission and Commerce Commission.

#### Departmental Vaults

The Commerce Commission has been transferring a number of its records from its former Centennial Store Rooms to its Departmental Vault, has transferred some of the records formerly kept there to the Archives, has secured authority from the State Records Commission to destroy some records formerly housed there, and in general is quite largely reorganizing its files. This is a department which had all of its records prior to the Survey.

The Auditor of Public Accounts will also be re-organizing his departmental vaults now that we have removed a considerable amount of material. The original current warrants which have been processed for microfilming and microfilmed in the Archives Building are now being cleared out so I hope we can get rid of the messy effect on corridors in that section of the building have been showing.

#### Restoration Laboratory

The Restoration Laboratory was put into operation May 7 when Mr. Wallace R. Bulpitt came onto the staff and Mr. William J. Barrow came on from Richmond to give two weeks instructions. At Mr. Barrow's recommendation we decided to call this repair shop the Restoration Laboratory. He pointed out that lamination is only one of several processes we will be doing there. Mr. Barrow spoke very highly of Mr. Bulpitt's ability, and I think quite likely that additional staff can be taken on to do much work either not done now or done by professional staff. There is still much unfolding and



thousands of documents not now needing lamination should be deacidified to prevent further disintegration which would require lamination later. Also there is the care of leather-bound books. A very necessary procedure for the immediate future would be a systematic cleaning of the vaults, taking books off the shelves, cleaning and repairing them, cleaning contents of drawers, etc. We do not have sufficient janitor service to do this at present and attempts to get it done have failed. There would have to be constant and informed supervision to prevent disarrangement of materials. That could well be something which the Laboratory might undertake. However, I would prefer that my successor do the planning for this work which cannot be carried out this biennium anyhow.

Statistics have been kept only beginning May 21 when Mr. Bulpitt began working with General Assembly records. Earlier work in the Laboratory was demonstration work. I had Mr. Bulpitt do some preliminary work on the miscellaneous files for the 1883 General Assembly, but he would not be able to keep ahead of me on this so I decided to start him going through the General Assembly files 1849 (where silking left off) and work forward systematically. This will give him about every problem he will encounter here except for the charred papers of World War I, the treatment of which Mr. Barrow demonstrated.

Mr. Barrow suggests that Mr. Bulpitt be sent to Richmond for final polish after about six months.

#### Staff Work

Mr. Cassady and Mr. Rountree have devoted practically all of their time to the new accessions. Much shifting was necessary. Because of the bulk of the records which came over they preferred to do most of the physical work on transferring themselves so that records not very well organized in former storerooms could be brought in systematically. Miss Terry has worked most of the month preparing inventories under Mr. Cassady's supervision.

I have finished the 1881 General Assembly and have made preliminary notes for 1883 and 1885 though I find less and less time for this work. Partly to clarify my own thinking I wrote an article "The Archivist Looks at Records Management." What this is is a discussion of problems the archivist encounters in the physical care of thoughtlessly created records. I'm going to show it to the Survey people though I'm not sure they'll like it.

I may or may not publish it. Specifically it was sparked by a rather hot discussion in the last meeting of the State Records Commission about the destruction of certain records. Mrs. Pratt and I thought certain records should be retained even though bulky and borderline in importance. The other members of the Commission and the Council representative got pretty sarcastic. Mrs. Pratt pointed out that it is a very serious matter to judge the historical value of current records. I maintain that she has as much right to her opinion as a historian as the lawyer and the financial expert to theirs, and if we don't question their judgment about retention of records they shouldn't question ours. I settled the matter by saying we would take the records into the Archives subject to future decision as to their value.

I do not have Mrs. Reisch's statistics on indexing because she is absent. Mr. East has several times been caught up with this reference work and has continued indexing of the Woodford County U. S. Census for 1850.

Miss Scheffler checked in and filed the 1954 General Highway Maps. This required considerable rearrangement of the files. We will soon be needing additional map drawers. She is continuing cataloging work on Canal records. This seems to be going slowly but that is because the miscellaneous records are full of problems. She also selected the exhibit for Mr. Montedonico to take to county fairs - all Archives building pictures this time. We are also beginning to plan our State Fair exhibit. There was no General Assembly in 1856 so we cannot show the usual centennial documents.

Mrs. Hudson has done most of the filing in the Corporation Reports though she has also done a good deal of typing and card filing. She reports that she has filed in Index Cards A - R, and is working in the letter E of the Corporation Reports.

The reference mail last month included letters from 19 Illinois cities and towns and 19 states. As usual, California led, with 21 letters; Washington sent 8; Idaho, Pennsylvania, and Nebraska 4 each; Michigan, Oklahoma, Indiana, Texas, Oregon, and Missouri 3 each; Kansas and Iowa 2 each; with 1 each from Colorado, Minnesota, Florida, New York; Maryland, Montana, Alabama, Massachusetts, Arkansas, and Utah. We do not include in this count the letters received about the soldiers' bonus which came from all over the world.

#### Visitors

Mr. Kane, Examiner of Records of Massachusetts paid a brief call on May 9. He was here to interview the

staff of the National Records Management Council, since Massachusetts is planning a survey similar to ours.

Mr. V. G. Dight, assistant director of the Bombay, India, Archives whom we had expected on May 10 found himself unable to come at the last minute because of an overcrowded schedule.

#### Records Management Survey

The Survey is now more than half completed and I am delighted with the quality of the work they are doing and the reception they are receiving. Reports have been received to date on the Aeronautics Department, the Revenue Department, and an overall survey on personnel records. In addition the following department are nearly completed: Auditor of Public Accounts, Departments of Agriculture, Conservation, Public Health, Registration and Education, and Revenue. They are just beginning work in Public Works and Buildings and are working in Commerce Commission, and several other departments. As they progress, the State Records Commission gets applications, necessitating two meetings in May, on the 2d and 16th of the month. All records of the following departments have now been put under retention schedules: Agriculture, Conservation, Public Health, and Revenue. Several other departments are doing preliminary work on their own, resulting in retention schedules for Mines and Minerals and Highways Division. Most of the records of the Departments of Public Welfare and Public Safety have been put under retention schedules long since.

Mr. Le Roy De Puy, State Liaison Officer for records management begins work June 4th. He will for the duration of the contract for the Survey work with Mr. Mitchell, project director, also have charge of the new Records Center.

Boxes and the stapling machine for the Center have been received and the space allotted cleared. The steel shelving is on order but not yet received.

Only one seminar has been held to date as the next will take up the new Records Center. Mr. Cassady has been appointed liaison officer for the Archives, to attend the meetings and to solicit records for transfer to the Archives. He also sits in on the State Records Commission meetings. I am turning over more and more of the contact work to him so that he can be more helpful to Mr. De Puy after I leave.

Staff Meetings

The State Library held two staff meetings in May - May 8 and 29, and the Archives staff had one meeting, May 29.

Staff Notes

Mrs. Reisch lost her mother on May 27.

Mr. Cassady's second son, David, has been nominated for international trustee for the Key Club, sponsored by Kiwanis Club. He is president of the Feitshan's Key Club. He also received two citations for high grades.

Respectfully submitted,

Archivist

# ARCHIVES ACCESSIONS

May 1956

	<u>Volumes</u>	<u>Documents</u>	<u>Drawers</u>
Department of Conservation			
State Game Commission Register	3		
Department of Public Works and Buildings			
Highways Division			
Highway maps, revised to December 31, 1954		146	
Department of Agriculture			
Agriculture statistics for 1951	102		
Secretary of State			
Corporation Department			
Index cards		14,104	
Securities Department			
Closed cases		17	
Index Department			
Deeds and Abstracts (1 case)	—	— 7	
	105	14,274	

**ARCHIVES REFERENCE**

**May 1956**

**State Business**

**In Person**

**Secretary of State**

**Bookkeeping Department**

Duplicate payrolls 4

**Corporation Department**

Annual reports 60  
Index cards 89  
Railroad book 1  
Indexes 1

**Executive Department**

Governor's correspondence 1  
Criminal records: Warrant 1

**Index Department**

Deeds and abstracts 4  
Elections: Banking amendment 1  
Enrolled Laws 27

**Securities Department**

Security Trust Receipts 10

**Adjutant General**

World War I 1  
World War II 1

**General Assembly** 12

**Liquor Control Commission**

Applications 3

ARCHIVES REFERENCE

May 1956 (cont'd)

State Business

In Person

Railroad and Warehouse Commission

Annual reports 23

Registration and Education Department

Real Estate Broker 1  
Real Estate Salesman 2  
Registered Barber 2

Service Recognition Board 8

Waterways Division

Canal correspondence 2  
Canal Plat Books 3

By Mail

Secretary of State

Index Department

Deeds and abstracts 1

General Assembly 1

Service Recognition Board 39

---

298

Family History

In Person

Name Index 29

Counties-Histories 8

# ARCHIVES REFERENCE

May 1956 (cont'd)

## Family History

### In Person

#### Census

U. S. 1830	2
U. S. 1840	4
U. S. 1850	14
U. S. 1860	6
U. S. 1880	11
State Census 1820	1
State Census 1855	3

#### War Service Records

Mexican War	1
Civil War	25
Spanish American War	1

### By Mail

Family History	72
Revolutionary	1
Civil War	18
World War I	2
	<hr/> 198

## History

By Mail	2
	<hr/> 2

## Archival Technique

### In Person\*

By Mail	5
	<hr/> 5

Grand Total

---

503

\*Statistics not kept



# ARCHIVES CATALOG

May 1956

Name Index

0

	<u>Main Entries</u>	<u>Secondary Cards</u>	<u>Cross Reference</u>	<u>With- drawals</u>
Catalog				
Highway Division				
Maps		30		
General Assembly				
1879	82	264	0	120
1881	<u>121</u>	<u>319</u>	<u>30</u>	<u>1</u>
	203	613	30	121
	613			
	<u>30</u>			
	846			
	<u>121</u>			
	725			
Net				

# DEPARTMENTAL VAULT ADMISSIONS

May 1956

Adjutant General's Office	9
Division of Architecture and Engineering	2
Attorney General's Office	5
Auditor of Public Accounts	57
Civil Service Commission	45
Illinois Commerce Commission	5
Department of Conservation	1
Department of Conservation - Division of Parks and Memorials	1
Corporation Department	6
Court of Claims	1
Executive Department	35
Finance Department	3
Insurance Department	1
Division of Mines and Minerals	1
Revenue Department	3
Department of Public Works and Buildings	5
Department of Registration and Education	39
Securities Department	9
Teachers' Retirement System	42
Treasurer	13
Division of Waterways	<u>34</u>
	317

# PHOTOGRAPHIC LABORATORY

Report for May 1956

## Offset Negatives

14 x 17 in.	6
12 x 18 in.	27
11 x 14 in.	33
10 x 12 in.	7
8 x 10 in.	<u>3</u>
	76

## Photostats

### Negatives

State Library	0
Archives	21
Corporation Department	<u>15</u>
	36

## Photographs

### Negatives

### 8 x 10

Secretary of State	97	910
Archives	<u>16</u>	<u>85</u>
	113*	995

\*Laboratory total given as 167, presumable a miscount

PHOTOGRAPHIC LABORATORY

Report for May 1956

(Incomplete)

<u>Photographs</u>	<u>Negatives</u>	<u>Positive</u>
State Library		
Archives	183	
For:		
Registration and Education	4	
Liquor Control Commission	3	
Index Department	23	
Executive Department	<u>2</u>	
	215	
	<u>8 x 12 3/4</u>	
Photographs		
Archives	2	

RESTORATION LABORATORY  
Report for May 21 - 31, 1956

	<u>Documents</u>	<u>Sheets</u>
Document Unfolded		
and / or Deacidified	209	830

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

June 1956

Records Center.

The most important new development in the Archives is the decision to establish the new State Records Center in the second floor of the Old State Power Plant. It has been suggested that the Center be set up in the Archives Building on a temporary basis and shelving and other equipment had been ordered accordingly. Late in June, however, Mr. Young, Assistant Secretary of State, called Mr. Mitchell, Mr. De Puy, and the Archivist to his office and announced that after weighing the pros and cons we had submitted to him he thinks setting up the program over there will be best. He said that the Archives Building will have to be enlarged as soon as possible, whether the Records Center is there or not. He thinks we would not be able to get the small addition suggested next biennium but that our priority for an on-campus building will be about number 3 (The Governor is committed to a new State Museum and the Secretary of State to wings to complete the Centennial Building to house the Automobile Department.) Mr. Young thinks that as soon as these two buildings are up we can probably get needed expansion of the Archives Building. He did not mention the State Library Building but I assume that may have been in the back of his mind. His guess is that the Centennial and Archives Additions, since they involve no purchase of additional land, have a very good chance of going through not this coming biennium but perhaps the next.

This decision coming after we thought we were all set and after we had hounded Mr. Lucas and Miss Bailey to get out of the space, was momentarily embarrassing to us. Actually the decision not to use Level 1 for the Records Center proved to be a godsend to us, because immediately after that we were notified of proposed large accessions which will more than fill that vault and we would have had great difficulty in housing the archival records coming in in the next biennium.

Mr. Mitchell of the National Records Management Council has prepared a manual for the operation of the new Records Center. Mr. De Puy and I have been over this with him and the manual is being sent on to New York for final

approval and typing there. Having the Records Center in the Old Power Plant will mean that Mr. De Puy will have to spend most of his time over there rather than in working with the Survey. I told Mr. Young that I could let Mr. Cassady and Mr. Rountree supervise and train the assistants if the Center were in this building, but that they could not spend the time going back and forth to the Old Power Plant. Mr. De Puy seems agreeable to the proposed arrangements. Mr. Mitchell says that Mr. Blazer has one mature man in view for one of the jobs who can probably get onto the work very quickly.

Mr. Young proposed two assistants for the Records Center for the beginning, but I urged him to appoint three if the unit is to be off by itself. Otherwise it would be difficult to cover the schedule, especially if one should be absent. I think three will be appointed.

The equipment on hand will equip only about one-third of the available space. I assume that Mr. Mitchell and Mr. De Puy will confer with the Assistant State Librarian as to details. I propose to leave this whole matter in the hands of Mr. De Puy.

Mr. Young assures us that the Secretary of State is determined to keep the Records Center under the control of the Archives. Of course, there are problems involved. I have suggested to Mr. De Puy that he will probably wish to consider a plan for eventual coordinating of the present Departmental Vault system into the Records Center.

#### Accessions.

We are still working on the records received from the Auditor and Commerce Commission. Both deposits are very large and came in considerable disorder. Mr. Cassady and Mr. Rountree are trying to get these listed for accessioning this month.

The Corporation Department has decided to transfer all its charter records on dissolved corporations - about 250,000 "shucks."

The Division of Highways plans to transfer its deed and land title records, thousands which have been accumulating since 1919. These should have been on file with the Secretary of State but the Department wanted to keep them. I had a conference with Mr. Jones of the Highways Division last week and he agreed to file and index the records before sending them over.

The Auditor plans to transfer more records and I think we shall get the land records.

The Commerce Commission also expects to transfer more records,

#### Reference Work.

Our mail reference has fallen off markedly. We are getting fewer and fewer inquiries concerning the World War II bonus which is to be expected.

We are getting fewer inquiries involving search in the 1850 census and more on the 1860 and 1880 censuses. We have had to put restrictions on the amount of search we can do in these later more voluminous censuses, so perhaps our patrons are not demanding as much since they are not getting so much free. More likely, however, this is just a hot weather lull.

Mr. East has been doing some census indexing and has worked on a paper for Illinois Libraries on the build-  
of the present State Capitol. He has turned up a lot of unpublished information in the Archives.

#### Cataloging.

Miss Scheffler is filing index cards. Her report is not in at the moment this is written, but I believe she has completed the bound volumes of the canal records.

I have completed the cataloging of the 1883, 1885, and 1887 General Assembly miscellaneous records. Cards for 1885 and 1887 have not yet been typed. I am finding less and less time for cataloging, as I have many conferences about records management problems.

#### Restoration Laboratory.

Mr. Bulpitt has taken hold of the work very well and shows excellent judgment about which documents to laminate and which merely to de-acidify. Most of the General Assembly records through the year 1848 have been silked. Therefore, Mr. Bulpitt has started on the 1849 General Assembly records and will work through these systematically. He will encounter most types of repair problems in these records. His report ends with June 13, he having been called to Florida by his wife's illness on that date.

The Archives staff was given a demonstration of the Laboratory processes on June 4.



### Corporation Filing.

The Corporation filing is nearly caught up so far as the backlog of reports for previous years is concerned. There are less than half a dozen letters to be filed now and this is going well despite the fact that Mr. Rountree has been busy with other duties and Mrs. Hudson has been out more than half of the month.

### Records Management Survey.

Mr. Le Roy De Puy joined the staff as State Liaison Officer for Records Management on June 4.

Seven Special (i.e., <sup>Le</sup>Compilation) Reports have now been filed by the National Records Management Council. These are:

1. Department of Aeronautics
2. Personnel Records
3. Department of Revenue
4. Department of Public Health
5. Department of Registration and Education
6. Office of the Attorney General
7. Office of the Auditor of Public Accounts

That means that for those six departments all records are now under retention schedules and the permanent records to be kept for each department are specified. This matter of including a statement as to permanent records is something I have been insistent upon. All previous records management surveys have stopped with the negative aspect of record making, namely, destruction. Our emphasis upon the positive side of record making is new and what makes our survey as important. I was pleased when the Program Committee of the Society of American Archivists invited Mr. Mitchell, at my suggestion, to read a paper about our Survey at the next meeting.

The archivist attended the meeting of the Records Management Advisory Committee on June 18.

The State Records Commission at its session June 6 acted upon applications from several other departments. By the end of 1956 it is expected that all State departments will be under disposal schedules.

### Staff Notes.

Janice Daigh who left us last autumn to enter college, returned for the summer. Miss Daigh is working chiefly at census indexing. We were very happy to have her return.

The month of June brought sorrow to members of the Archives staff. Mrs. Reisch's mother was buried the last day of May. Mr. Rountree's father died June 12. Mrs. Hudson was ill most of the month, being hospitalized part of the time. She does not expect to be able to return to work before the middle of July. Mr. Bulpitt's wife had an emergency operation while on a Florida visit, and is in very serious condition. Mr. Bulpitt does not know when or whether she can be brought home.

Mr. Allan Negro<sup>u</sup>s, vice president of the National Records Management Council, was here on June 7.

Mr. Osman Ersoy, a professor in the library school of the University of Ankora, Turkey, visited the Archives on the afternoon of June 8. Mr. Ersoy is studying at the Graduate School of Library Science of the University of Chicago. He was very much interested in the archives as he thinks archival studies in Turkey will be tied in with their library school, somewhat in accordance with the English custom.

#### Miscellaneous Notes.

The staff went on a new summer schedule the first of June. We now work 8:30 to 4 and 9:00 to 4:30. This does not shorten the summer hours for the library staff but it does get us off earlier in the day on alternate weeks.

Mr. Lucas used the Conference Room June 5 for a staff meeting.

We fumigated a collection of dolls for the State Museum. These had been infested with moths:

Respectfully submitted,

Archivist

# ARCHIVES ACCESSIONS

June 1956

	<u>Documents</u>	<u>Vol.</u>
Secretary of State		
Index Department		
Deeds to State Property	12	
Department of Public Health		
Sanitary Water Board		
Illinois River Pollution Com.*	200	
Department of Public Works and		
Buildings		
Division of Waterways		
Canal records		
Calumet feeder*	<u>50</u>	<u>5</u>
	262	5

\*Estimated

# ARCHIVES REFERENCE

June 1956

## State Business

### In Person

#### Secretary of State

##### Corporation Department

Annual reports	110
Index cards	78
Railroad books	12

##### Executive Department

Trade Mark	1
------------	---

##### Index Department

Election records	2
Enrolled Laws	5
Deeds and abstracts	2

General Assembly	11
------------------	----

##### Registration and Education

Real estate broker	3
--------------------	---

##### Illinois Commerce Commission

Reports	24
---------	----

##### Adjutant General

World War I bonus	1
-------------------	---

##### Service Recognition Board

5

##### Waterways Division

Canal records	1
---------------	---

## ARCHIVES REFERENCE

June 1956

### State Business (cont'd)

#### By Mail

Canal records 1

World War I bonus 3

General Assembly 1

Service Recognition Board

World War II bonus 33

293

### History

#### In Person

Elections 35

By Mail 10

45

### Archives Technique

#### In Person

No Count

By Mail 10

10

### Family History

#### In Person

Name Index 28

County History 1

Census records

State

1855 2

ARCHIVES REFERENCE

June 1956

Family History (cont'd)

In Person

Census records

Federal

1830	4
1840	1
1850	11
1860	8

War service records

Black Hawk War	1
----------------	---

Civil War	1
-----------	---

By Mail

Family History	37
----------------	----

War Service Records

Revolutionary War	1
-------------------	---

Civil War	25
-----------	----

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468

# ARCHIVES CATALOG

June 1956

Name Index	<u>Cards</u>
U. S. Census, 1850	
Randolph County	<u>2048</u>
Total	2048

## Catalog

### General Assembly Miscellaneous

	<u>Main Entries</u>	<u>Secondary Cards</u>	<u>Cross References</u>	<u>With- drawals</u>
1881	31	88	0	57
1883	105	242	24	116
1885	0	0	36	0
1887	<u>2</u>	<u>0</u>	<u>30</u>	<u>73</u>
	138	330	90	246
	330			
	<u>90</u>			
	558			
	<u>246</u>			
Net	312			

DEPARTMENTAL VAULT ADMISSION

June 1956

Adjutant General's Office	9
Department of Architecture and Engineering	1
Attorney General's Office	12
Auditor of Public Accounts	59
Civil Service Commission	45
Corporation Department	12
Executive Department	36
Finance Department	1
Insurance Department	1
Department of Public Instruction	1
Department of Mines and Minerals	2
Department of Registration and Education	39
Securities Department	1
Teachers' Retirement System	22
State Treasurer	15
Division of Waterways	19
Department of Public Works and Buildings	<u>6</u>
	261



# PHOTOGRAPHIC LABORATORY

Report for June 1956

## Offset Negatives

8 x 10	11
10 x 12	5
11 x 14	21
12 x 18	16
14 x 17	<u>1</u>
	54

## Photostating

	<u>Negatives</u>
Corporation Recording	42
Archives	15
For Index Department	<u>20</u>
	77

## Photographs

	<u>Negatives</u>	<u>8 x 10</u>
Drivers' License	3	5
Secretary of State	154	1094
State Library	8	8
Archives	<u>12</u>	<u>28</u>
	177	1135

RESTORATION LABORATORY

June 1956

	<u>Documents Treated</u>	<u>No. Sheets Laminated</u>	<u>No. Sheets Deacidified</u>
1849 General Assembly			
House Bills			
# 1 - 129	121	150	383

# ILLINOIS STATE LIBRARY

## ARCHIVES DIVISION

Report for July 1956

### Accessions

The Highways Division transferred about 100 drawers of correspondence going back to the beginning of hard roads in Illinois and covering the period 1910 to 1935.

The Index Department transferred the title records on the land on which the new State Office Building stands.

We have now finished moving in the large quantities of records from the Auditor's office, Tax Commission and Commerce Commission reported on in previous months, and hope to get our receipt and accession records caught up shortly.

### Departmental Vaults

The Departmental Vaults of the Auditor have been under 24 hour State Police guard since July 6. The keys are signed for by an authorized person from the Auditor's office, generally Mr. Spalding, who turns them over to the guard. I have been handling the keys personally. We keep the keys in the safe over night and week-ends and a policeman accompanies me when I take them out and return them to the safe. Apparently it was records from these vaults which were removed from the files. The microfilm project has been stopped.

The Department of Public Works and Buildings was the only department to transfer records to its vault during the month.

### State Records Center

The State Records Center has been set up on the second floor of the old State Power Plant. It will be ready for occupancy as soon as the wire mesh screening for the elevator and stairways has been procured. They are using some of the wire mesh doors we had in storage. I understand these have been taken over to that building from the State Archives Building. This should be checked and those not used returned to us or we will lose them.

Mr. George Evers, formerly County Treasurer of Scott County and more recently an employee of the Automobile Department, has been assigned to the Center. Mr. De Puy says he appears to have a responsible attitude toward the work.

I have suggested to Mr. De Puy that it would be desirable for him to attach a monthly report on his activities to the Archivist's report so that the record will be complete.

Between family troubles (see below under Personal Notes) and vacations the Archives does not have any major accomplishments to note here.

I have continued with my cataloging project for General Assembly records. Cards for the years 1885-90 have been typed and filed. Preliminary catalog notes have been made for the Journals, Laws and Reports for the years 1891-98, and main entry cards for those publications for the years 1891-93 have been typed.

Miss Scheffler and Miss Daigh have been filing name index cards. Miss Daigh is indexing the 1850 federal census of La Salle County, Mrs. Reisch, Richland County. Mr. East also does some name indexing as he finds time. He is working on Woodford County.

Mr. Cassady and Mr. Rountree have been largely concerned with transfers of new accessions. This older material coming in from storage areas is in very much disorganized condition. Mr. Cassady is trying to get the Auditor's material arranged first.

Little progress appears to have been made in filing Corporation reports. We plan to pull reports for dissolved corporations, or more likely, to pull reports for companies which have not filed for ten or more years. That will give needed expansion in current files and speed up the interfiling. This project will be started when we catch up with the back filing or when filing starts for the next accession of reports. Miss Terry has done most of the Corporation filing done during the month. Mrs. Hudson has done mostly typing of catalog and name index and filing Corporation Index Cards.

Miss Scheffler is working on the State Fair exhibit. This will be reported on next month. Miss Scheffler and Miss Daigh are filing in the Name Index.

Mr. Cassady has brought the Grantor Index for Deeds and Abstracts down to date.

### Reference Work

We had inquiries from 25 states, Washington, D. C., and 18 Illinois towns and cities. The slump in family history reference was only temporary. At times we had waiting lines for the use of the microfilm readers.

### Personal Notes

There was much misfortune on the Archives Staff in July. Mr. Rountree lost his father, Mr. Bulpitt his wife and Mr. Henry Alexander, our head janitor, died. Mrs. Hudson was hospitalized during the month. Mr. Bulpitt was absent on leave June 13 - July 14.

Mr. Rountree, Mr. Bish, and Mr. Helm took vacations during July.

### Archives Building

We had another flood in the Archives Building on July 13th. The eleventh floor air conditioning tank got clogged and overflowed, water penetrating down two floors. No appreciable damage was done to the records because the condition was discovered fairly early. Not having a golfer's vocabulary I am unable to express my feelings as forcibly as I would like!

The Conference Room was used by Miss Hodgen of the Home Economics Division of Public Instruction where she held a meeting July 10.

### State Records Commission

The Commission passed on 3 applications for the destruction of records for limited periods, 2 applications for Disposal Schedules, from the Division of Highways, Merit System Council, Illinois Commerce Commission, Parole and Pardon Board, State Treasurer and Corporation Department. 13 categories of records were involved. Only two applications, those for the Commerce Commission and for the Corporation Department, resulted from the Records Management Survey. The request from the Corporation Department was only partially approved, since it was noted that the correspondence files from 1943 to 1946 contain correspondence from other departments of the Secretary of State so these were transferred to the Archives. The fact that these applications did not, for the most part, originate from the activities of the Survey is not of significance as the Survey people did not happen to be in the finishing stage for any departments.

### State Records Management Survey

Ten "Special Reports" on as many departments have been filed to date. These are:

1. Department of Aeronautics
2. Personnel Records
3. Department of Revenue
4. Department of Public Health
5. Department of Registration and Education
6. Attorney General
7. Auditor of Public Accounts. (Partial report)
8. Securities Department
9. Corporation Department
10. Conservation Department

Of these only No. 10 is dated in July, but Nos. 6-10 were filed with the Archivist during the month.

No meeting of the Advisory Committee was held in July, but a meeting of the Liaison Officers was held. Since both Mr. Cassidy and Mr. De Puy attend and since the program is concerned with future records management in which I shall not be participating, I do not attend these Liaison meetings.

According to their schedule of work, the National Records Management Council is now working in the Departments of Public Safety, Division of Highways, Military and Naval Department, Public Aid Commission. Mr. White has asked to look at the State Records Commission files on the Youth Commission so I presume they are in that Department now also.

Mr. Thornton Mitchell's article, "The Illinois Records Management Survey: A New Concept in Records Management" in Illinois Libraries for June 1956 is an excellent discussion of our objectives. It indicates that he has a basic understanding of what we want done. I am not sure that all members of his staff have as yet been indoctrinated, as witness occasional remarks to the effect, "We have paid for our services in the tons of records we have cleared out of the storerooms." That, of course, is not the point of the Survey. The storerooms would have been cleared anyhow, through the State Records Commission, as witness of the fact that we have authorized more destruction on the initiative of the Departments themselves than have come through the suggestions of the Council. The whole point is that we are aiming for better quality records for the future. At my insistence, most of the reports coming through now contain a separate section indicating what records shall be considered permanent records. To the records management minds the important matter is "how soon can these records be destroyed?" They find it difficult to realize that it

is important to make a record of what a department does and how it does it. The current Auditor's scandal involving the use of the Treasurer's duplicate records to check the Auditor's accounts made some of the Survey men think of some things they hadn't considered before. Government records are different and you cannot apply the criteria of ordinary business concerns. One the whole, though, I am very much pleased with the accomplishments of the Survey. Illinois won't have perfect records when this is completed because this is an experimental project and neither archivists nor records management personnel have had sufficient experience to make this first project of the sort as perfect as the next half dozen, profiting from our example, can be.

Respectfully,

Archivist

**ARCHIVES ACCESSION**

**July 1956**

**Documents**

**Secretary of State**

**Index Department**

**Deeds and abstracts  
2 cases**

**29**

**Registration and Education Department**

**Applications for professional  
license: Registered beauty  
culturist**

**78**

**107**



ARCHIVES REFERENCE

July 1956

State Business

In Person

Secretary of State

Corporation Department

Annual reports	111
Index cards	45

Executive Department

Restorations to Citizenship	1
Trade Marks	72

Index Department

Election Records	1
Enrolled Laws	13

Registration and Education Department

Beauty Culturist	1
Real Estate Broker	22

Service Recognition Board

World War II	2
--------------	---

History of State Departments	1
------------------------------	---

Governor

Correspondence	3
----------------	---

General Assembly	8
------------------	---

Legislative Council	1
---------------------	---

ARCHIVES REFERENCE

July 1956 (cont'd)

State Business

By Mail

Canal records 3

Service Recognition Board

World War I 2

World War II 18

---

304

Historical

In Person

Secretary of State

Executive Department

Executive File 1

Index Department

Election Records 11

Commerce Commission

Reports 1

County Commissioners Proceedings

St. Clair County 1

Sangamon County 2

Canal records 1

By Mail 4

---

21

**ARCHIVES REFERENCE**

July 1956 (cont'd)

**Family History****In Person****U. S. Census Records**

1820	1
1830	1
1840	12
1850	17
1880	30

Name Index	42
------------	----

County Histories	2
------------------	---

**War Service Records**

Civil War	15
-----------	----

**By Mail**

Family History	50
----------------	----

**War Service Records**

Revolutionary War	1
Black Hawk War	1
Civil War	23
	<hr/>
	195

**Archival Technique**

By Mail	4
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**In Person**

No Count Taken	<hr/>
	4

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524

# ARCHIVES CATALOG

July 1956

## Name Index

### 1850 federal census

La Salle County	4400
Woodford County	108
Richland County	<u>1617</u>
	6025

## Catalog

	<u>Main Entries</u>	<u>Secondary Cards</u>	<u>Cross References</u>	<u>With- drawals</u>
<b>General Assembly</b>				
1883	1	7		
1885	97	286		145
1887	110	312		32
1889-90	<u>140</u>	<u>223</u>	<u>44</u>	<u>63</u>
	348	828	44	240
	828			
	<u>44</u>			
	1220			
	<u>240</u>			
<b>Net</b>	980			

**DEPARTMENTAL VAULT ADMISSIONS**

**July 1956**

<b>Adjutant General's Office</b>	<b>6</b>
<b>Department of Architecture and Engineering</b>	<b>4</b>
<b>Attorney General's Office</b>	<b>5</b>
<b>Auditor of Public Accounts</b>	<b>37</b>
<b>Civil Service Commission</b>	<b>38</b>
<b>Commerce Commission</b>	<b>4</b>
<b>Department of Conservation - Division of Parks and Memorials</b>	<b>1</b>
<b>Corporation Department</b>	<b>4</b>
<b>Executive Department</b>	<b>34</b>
<b>Department of Public Instruction</b>	<b>6</b>
<b>Finance Department</b>	<b>1</b>
<b>Liquor Control Commission</b>	<b>1</b>
<b>Department of Registration and Education</b>	<b>37</b>
<b>Securities Department</b>	<b>3</b>
<b>Supreme Court</b>	<b>1</b>
<b>Teachers' Retirement System</b>	<b>23</b>
<b>State Treasurer</b>	<b>3</b>
<b>Division of Waterways</b>	<b>8</b>
<b>Department of Public Works and Buildings</b>	<b><u>9</u></b>
	<b>225</b>

PHOTOGRAPHIC LABORATORY

Report for July 1956

Offset Negatives

14 x 17	5
12 x 18	13
11 x 14	31
10 x 12	12
8 x 10	<u>15</u>
	76

Photostats

State Library	20
Archives	11
Corporation Department	<u>12</u>
	43

	Negatives	<u>8 x 10</u>	<u>11 x 14</u>	<u>12 x 18</u>
Photographs				
Blue Book	42	113	6	
State Library		28		
Archives				10
Secretary of State	<u>62</u>	<u>343</u>	—	—
	104*	484	6	10

\*Laboratory summary says 124

# ILLINOIS STATE LIBRARY

## ARCHIVES DIVISION

Report for August 1956

### Accessions.

Our accessioning is still behind but we expect to be caught up in September. Of major accessions, those from the Auditor and Highway Division are still unaccessioned because they came over in considerable disorder.

The Corporation Department is transferring its charter files (called Shucks) for dissolved corporations. None of these have been accessioned as yet.

### Departmental Vaults.

The State Police guarded the Departmental Vaults of the Auditor and Treasurer for about six weeks prior to the sentencing of Auditor Hodge. Keys were kept in the Safe over night and week-ends and by request I handled this personally. This meant considerable overtime for me as they came for the keys shortly after 8 A. M. and sometimes did not return them until after quitting time. It did me no harm, as I expect to put in considerable overtime in order to leave affairs in order when I retire.

### State Records Center.

The most important event of the month was the opening of the State Records Center in the second floor of the old State Power Plant. The official opening was held at 10 A. M. on August 23, at a meeting of the State Liaison Officers. Mr. Mitchell served coffee and doughnuts to about 50 persons in attendance. The Finance Department brought in the first deposit--some 532 cubic feet of bid proposals, requisitions, tabulations, general correspondence and departmental correspondence, transferred from rented storage. Transfers of records are limited to those records under disposal schedules. Mr. Mitchell's speech, explaining the purpose and operation of the Records Center is being mimeographed and will be added to our Manual.

Mr. De Puy spent the week beginning August 6 at Lansing and Detroit, Michigan. He has had extensive experience operating federal records centers but wanted to see how a state center operates. Michigan has the best.

### State Fair Exhibit.

As usual we prepared an exhibit for the State Fair. Since 1856 was not a ~~centennial~~ year we did not have the usual centennial charters to show. The National Records Management Council exhibited a large illustrated sign illustrating their work. This took up one wall. On the second wall we illustrated our work by pictures of the Archives Building, shown on the adjacent wall. The two exhibits were coordinate. Miss Scheffler planned and executed the exhibits with the assistance of Mr. Bulpitt.

Mrs. Hudson spent the entire week at the Fair as one of the staff of the State Library exhibit.

We are also exhibiting at county fairs, as noted earlier.

### Staff Work.

The report of the Restoration Laboratory is shown in the Statistics.

Mr. Cassady, Mr. Rountree and Mrs. Hudson worked most of the time on accessions. Mr. Cassady now has all the principal series listed for the Auditor's records but reports that hundred of volumes are so miscellaneous in nature that they require individual volume cataloging.

My General Assembly cataloging is way ahead of schedule and I hope to have it completed in a couple of months, which will give me time for other work before I leave. The years 1891 to 1899 have been done, though many of the secondary cards have not yet been typed.

Miss Terry substituted for Mr. Quonn as secretary during his vacation.

Mr. East comments that we are receiving fewer genealogical requests for earlier censuses, more for the 1880 census now. As we have had to restrict our search in that census we are probably not being as useful to our patrons. (We must have not only the name of the county but the town, and street address for cities). However, we shall continue our indexing in the 1850 census. Mrs. Reisch has completed indexing Richland County and is indexing Rock Island County. Miss Daigh is indexing La Salle County, but has stopped to do so much miscellaneous work that she will probably not finish it.



Inquiries came from 27 states, 18 Illinois cities and towns, Washington, D. C., and Alaska.

#### State Records Commission.

The State Records Commission held its meeting August 1st. This was a short meeting as the National Records Management Council had no work for us. We acted upon two microfilm applications and one disposal schedule. The Council during the month completed surveys of the office of Superintendent of Public Instruction and the various retirement systems. It speaks well for the confidence they have inspired that the Hodge affair did not interrupt their work as we feared it might. Mrs. Harry Pratt leaves the State Records Commission and Mr. Clyde E. Walton, Jr. takes her place.

#### Staff News.

Vacations were taken by Miss Terry, Mr. Quonn, Miss Scheffler, Mr. Helm, and Mr. Cassady.

#### Archives Conference Room.

The Conference Room was used as follows:

- August 1. State Records Commission
- August 6. State Library Staff meeting
- August 21. Mr. Lucas' staff

#### Visitors.

Mr. William J. Barrow was here August 10 - 14.

Mr. Maynard Brichford, assistant archivist at Wisconsin came August 8, and Mr. Allan Negus, vice-president of the National Records Management Council August 27.

Twenty high school librarians were given a tour of the building August 9.

Visitors signed the Register from 21 Illinois cities, 12 states, from Ontario, Canada, and Colombia, S. A.

#### Miscellaneous.

The office was open every day during the State Fair week as there was no Governor's Day. (The Democratic

National Convention was held that week, the Republican the next). Each member of the staff was given a half day off to attend the Fair.

The office was closed Saturday, September 1.

Respectfully submitted,

Archivist

**ARCHIVES ACCESSIONS**

**August 1956**

	<u>Volumes</u>	<u>Documents</u>
<b>Revenue Department</b>		
State Tax Commission Records	570	
<b>Secretary of State. Index Department</b>		
Deeds and abstracts (1 case)	—	<u>6</u>
	570	6

# ARCHIVES REFERENCE

August 1956

## State Business

### In Person

#### Corporation Department

Annual reports	137
Index cards	40
Railroad book	5

#### Executive Department

Pardons	3
Trade Marks	95

#### Index Department

Deeds and abstracts	1
Elections	3
Enrolled laws	23
Leases and contracts	2

General	7
---------	---

Legislative Council	3
---------------------	---

#### Registration and Education Department

Registered embalmer	1
Real estate salesmen	3

#### Service Recognition Board

World War I bonus	2
World War II bonus	3

#### Waterways Division

Canal records	2
---------------	---

ARCHIVES REFERENCE

August 1956 (cont'd)

State Business

By Mail

Secretary of State

Executive Department

Land records 1

Waterways Division

Canal records 1

Service Recognition Board

World War I bonus 1

World War II bonus 27

---

380

History

In Person

Secretary of State

Executive Department

Executive record 1

Internal improvement records 21

Corporation Department

Index to corporations 2

Index Department

Election records 8

General Assembly 12

By Mail 3

---

47

# ARCHIVES REFERENCE

August 1956 (cont'd)

## Archival Technique

### In Person

No statistics kept

### By Mail

10  

---

10

## Family History

### In Person

Name index 31

County histories 3

### Census

#### State

1835 2  
1840 2  
1855 3

#### U. S.

1830 3  
1840 8  
1850 16  
1860 11  
1880 11

### War Service Records

Civil War 35  
Spanish American War 1

### By Mail

Genealogy 63

### War Service

Revolutionary War 1  
Civil War 30  

---

220

Grand Total

657

# ARCHIVES CATALOG

August 1956

## Name Index

U. S. Census 1850	<u>Cards</u>
La Salle County	6080
Richland County	<u>2500</u>
	8580

Catalog	<u>Main Entry</u>	<u>Secondary Cards</u>	<u>Cross Reference</u>	<u>History Cards</u>	<u>With- drawals</u>
General Assembly					
1885	2	4			
1889	36	85			
1891	191	293	38	4	2
1893	101	254	16	0	19
1895	66	96	27	3	126
1897	7		28		
1899	<u>4</u>	<u>—</u>	<u>12</u>	<u>—</u>	<u>—</u>
	407	732	101	7	215
	732				
	101				
	<u>7</u>				
	1247				
	<u>215</u>				
Net additions	1032				

## DEPARTMENTAL VAULT ADMISSIONS

August 1956

Adjutant General's Office	7
Department of Architecture and Engineering	1
Attorney General's Office	3
Auditor of Public Accounts	32
Civil Service Commission	44
Commerce Commission	6
Conservation Department	1
Corporation Department	2
Executive Department	38
Finance Department	2
Department of Public Instruction	4
Department of Mines and Minerals	1
Department of Registration and Education	42
Securities Department	7
Teachers' Retirement System	25
State Treasurer	10
Division of Waterways	9
Department of Public Works and Buildings	<u>3</u>
	237



PHOTOGRAPHIC LABORATORY

August 1956

Offset Negatives

22	8 x 10 in.
10	11 x 14 in.
24	12 x 18 in.
<u>4</u>	14 x 17 in.
60	

Photostats

State Library

Archives 14

Corporation Department 27

41

Photographs

State Library

Archives

Films

44

8 x 10

118

Secretary of State

251

484

Blue Book

4

30

299

632

**RESTORATION LABORATORY**

**August 1956**

**1849 General Assembly**

**House bills # 130 - 282**

<b>Documents treated</b>	<b>141</b>
<b>Sheets deacidified</b>	<b>404</b>
<b>Sheets laminated</b>	<b>330</b>

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for September 1956

Accessions.

In addition to the records formally accessioned during the month (shown in the statistics), we have received Corporation Department files of charter records of dissolved corporations (up to # 50,000), Aeronautics Department correspondence, and Registration and Education Department application records for practical nurses and nurses qualifying; also additional canal records.

The National Records Management Council is now incorporating into its reports on each department, lists of categories of records which shall be considered as permanent, together with suggestions as to the length of time each category shall be retained by the department prior to the transfer to the Archives. The Survey is locating fewer records suitable for immediate transfer than I think Mr. Mitchell had expected to find.

Perhaps the most important records recommended for transfer are the county superintendents' reports to the Superintendent of Public Instruction, going back to the year 1854. In all 1,127 cubic feet of records have been recommended for transfer from the office of the Superintendent of Public Instruction.

Departmental Vaults.

No transfers were made to those vaults during the month.

State Records Center.

In addition to the transfers by the Finance Department previously reported, the Illinois Commerce Commission and the Department of Registration and Education are transferring records to the Center. Mr. Evers reports that he is beginning to have a number of reference calls. We have directed him to keep and report statistics in the future.

An illustrated pamphlet descriptive of the Illinois State Records Center has been prepared for distribution to the various State agencies. A staff manual on the Records Center has also been prepared by Mr. De Puy.

### State Records Management Survey.

Reports were filed in September on the State Employees' Retirement System, Superintendent of Public Instruction and State Teachers' Certification Board, a total of 13 filed to date. Final Reports on four other State Departments are now in the New York office.

The State Records Commission has put the following departments on Disposal Schedules: Department of Aeronautics; Public Health; Agriculture; Mines and Minerals; Conservation; Attorney General; Registration and Education; Secretary of State's Corporation and Securities Departments; Public Instruction; and the Judges; General Assembly and State Employees' Retirement Systems. The Commission held an all-day meeting (two sessions) on September 5.

Mr. Mitchell is to deliver a progress report on the Illinois Survey before the October meeting of the Society of American Archivists. Presumably this will be published in an early issue of The American Archivist. This report explains so thoroughly what the Survey is accomplishing and how it is doing it that it should be appended to the archivist's report for information.

### Staff Work.

There are no new staff projects to report upon. The reports filed by the individual members of the staff indicate that all are busy with their usual work. Mr. Cassady and Mr. Rountree have been largely occupied with arrangement and checking of new accessions. I have turned all matters relating to accessions except the issuance of receipts and the formal entry in the accession and inventory records over to Mr. Cassady.

Mr. De Puy, having got the State Records Center working, is able to give more time to plans for taking over the administration of the Archives. He has been working on the budget, has been examining the records in the Archives, the Archives administrative files and has been interviewing staff members for suggestions. It seems likely that the Archives Division will be taken out of the State Library in the next biennium and will be set up as a separate Department of Archives and Records Management in the Secretary of State's Office. He is looking for a systems man for the Records Management section. This man will work with and be trained by the National Records Management Council's local staff. The contacts he is making while working with the Survey are most helpful. I want people to get used to dealing with him.

*man*

I have suggested, and Mr. De Puy agrees, that as soon as the National Records Management Council pulls out, he shall take the corner office next my workroom, and take over the duties of archivist. There are some things which I shall have to continue doing, such as the chairmanship of the State Records Commission, which I cannot legally turn over to him. Since we will be on the same telephone extension and I'll be next door for consultation, he can take over the work so smoothly that I think most other State departments will not be disturbed by the change. I hope to complete the General Assembly cataloging by then. Mr. De Puy wants me to spend the remaining months in bringing the History of State Departments down to date. This is something I have long wanted to do, but it requires uninterrupted work time which I haven't had the past few years.

Mr. East reports that in the first nine months of 1956 he has processed inquiries from 41 states. Only Connecticut, Maine, New Hampshire, North Dakota, South Carolina, and Vermont were not represented. One or more inquiries also were received from Hawaii, Alaska, Quebec (Canada), and Dublin (Ireland). Census search was made in behalf of correspondents in 95 Illinois counties.

Mr. East has also completed a history of the State House Construction, 1867-87, which has been submitted for publication in Illinois Libraries.

#### Exhibit.

The current exhibit is one which ought to be exceptionally interesting to visitors to the Archives Building. Four cases (including the west wall case) are filled with documents and pictures explaining the work of the Restoration Laboratory, one case explains the new State Records Center and the other two are on records management. Mr. Bulpitt and Mr. Mitchell cooperated with Miss Scheffler on this. This exhibit will remain in place until the first of the year when we expect to have our biennial "100 Years Ago in the General Assembly" display.

#### Visitors.

Miss Flora Hottes of Urbana, who is a member of the Archives Committee of the National Bahai Group, spent an afternoon here conferring on how to organize their archives.

#### Miscellaneous Notes.

The State Library went back to its regular schedule (8:30 to 4 and 9:30 to 5) on September 4.

Miss Janpe Daigh, who worked here during her summer vacation, left on September 14 to return to the University of Iowa for her Sophomore year.

The State Library closed 4:30 P. M. on September 5 to allow employees of the Secretary of State's office to attend Mr. Carpentier's political rally at the Armory.

Mr. de Lafayette Reid was formally promoted from Acting Assistant State Librarian to Assistant State Librarian and the Section heads gave a tea for him on September 27. This appointment was long overdue and met with enthusiastic acceptance on the part of the staff.

Respectfully submitted

Archivist

# **ARCHIVES ACCESSIONS**

**September 1956**

	<u>Documents</u>	<u>Volumes</u>	<u>Drawers</u>
<b>Secretary of State</b>			
<b>Corporation Department</b>			
Charter Records of Dis-			
solved Corporations	25,007		
Daily Record of Charters			
Granted, vol. 2, 1954-55		1	
Records of Certificates of			
Changes of Name and Dis-			
solutions, vol. 5		1	
<b>Index Department</b>			
Deed and Abstracts (3 cases)	15		
Original Journals of 1955			
General Assembly		52	
Primary Election Records 1956	22		
<b>Registration and Education Dept.</b>			
<b>Professional Licenses</b>			
Registered Beauty Culturists	5,310		
<b>Illinois Commerce Commission</b>			
Miscellaneous Volumes		642	
Annual Reports of Public			
Utilities		18,850	
<b>Department of Public Works and</b>			
<b>Buildings</b>			
<b>Highways Division</b>			
Correspondence, 1905-30			109
<b>Auditor of Public Accounts</b>			
All records prior to 1933			
except Land Records	_____	<u>1,104</u>	_____
	30,354	20,650	109

## ARCHIVES REFERENCE

September 1956

### State Business

#### In Person

##### Secretary of State

##### Corporation Department

Annual reports	88
Index Cards	31
Dissolved Corporations	6
Railroad volumes	2

##### Executive Department

Trade Marks	78
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##### Index Department

Enrolled Laws	15
Elections	1

##### Registration and Education Department

##### Applications for Professional Licenses

Beauty Culturist	10
Real Estate Salesman	1
Registered Barber	1
Registered Nurse	2

##### Liquor Control Commission

Applications	15
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##### General Assembly

House Journals	3
Bills	3
Debates	1
Resolutions	1



ARCHIVES REFERENCE

September 1956 (cont'd)

State Business

In Person

Service Recognition Board

World War I  
World War II

1  
17

By Mail

Service Recognition Board

World War II

12  

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288

History

In Person

Governor. Letter books, 1865-85

1

General Assembly

Bills

2

Secretary of State. Index Dept.

Elections

6

By Mail

4  

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13

Archival Technique

In Person

2

By Mail

4  

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6

# ARCHIVES REFERENCE

September 1956 (cont'd)

## Family History

### In Person

Name Index	25
County Histories	3
War Service Records	
Civil War	39
Spanish American War	1

### Census Records

#### Federal Census

1830	1
1840	7
1850	11
1860	8
1880	6

#### State Census

1835	1
1840	1
1845	1
1855	3

### By Mail

Genealogy	49
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#### War Service Records

Black Hawk War	1
Civil War	22
Spanish American War	4
	<hr/>
	203

Grand Total

507

# ARCHIVES CATALOG

September 1956

## Name Index

U. S. Census 1850

Rock Island County	2017 cards
La Salle County (incomplete)	<u>3000</u>
	5017 cards

## Catalog

	<u>Main Entry</u>	<u>Secondary Cards</u>	<u>History Cards</u>	<u>Cross References</u>
General Assembly				
Miscellaneous Re- cords				
1885	2	4		
1889	36	55		
1891	191	293	4	38
1893	101	254		16
1895	145	256	3	27
1897	109	233	4	68
1899	54	98	0	19
1901	72	94	12	16
1903	<u>8</u>	<u>112</u>	<u>4</u>	<u>12</u>
	718	1399	27	196
	1399			
	27			
	<u>196</u>			
	2330			
Withdrawals	<u>220</u>			
	2110			

DEPARTMENTAL VAULT ADMISSIONS

September 1956

Attorney General's Office	9
Adjutant General's Office	9
Division of Architecture and Engineering	2
Auditor of Public Accounts	36
Civil Service Commission	40
Commerce Commission	8
Corporation Department	2
Conservation Department	1
Executive Department	17
Index Department	1
Department of Public Instruction	5
Department of Mines and Minerals	2
Department of Registration and Education	37
Securities Department	2
Clerk of the Supreme Court	1
Teachers' Retirement System	17
State Treasurer	10
Division of Waterways	7
Department of Public Works and Buildings	<u>3</u>
Total	209

**PHOTOGRAPHIC LABORATORY**

**September 1956**

**Offset Negatives**

34	12 x 18
14	11 x 14
22	10 x 12
13	8 x 10 (s)
<u>1</u>	8 x 10
84	

	<u>Negatives</u>	<u>8 x 10</u>
<b>Photographs</b>		
Secretary of State	37	1121
State Library	<u>5</u>	<u>40</u>
	42	1161

	<u>Negatives</u>
<b>Photostats</b>	
Archives	12
Corporation Recording	<u>179</u>
	181

ILLINOIS STATE LIBRARY  
ARCHIVES DIVISION

Biennial Report, October 1, 1954-September 30, 1956

The history of archival administration to date has been that of attempts, not always successful, by the archivist to salvage those records of his government which he believes worthy of preservation as a cultural heritage. Of late years he has been an unhappy party to the destruction of records which, because of their bulk, he cannot hope to preserve. The history of records making has been that of haphazard creation of records to serve immediate administrative needs. Little or no attention has been given to control either of the quality or of the quantity of the records produced. Records management programs have usually stopped with the destruction of obsolete records and the application of retention schedules to existing records series. Quality controls have been undertaken for limited areas only, never until now on a government-wide scale. Records managers have confined their attentions almost exclusively to the question of how long records need to be retained for legal and administrative purposes, indicating neither interest in nor comprehension of the need for permanent documentation of governmental activities.

The records management survey for which the 1955 General Assembly of Illinois appropriated \$200,000, presented an opportunity to try for a real control over all the records of the government of Illinois. The appropriation was made to the Secretary of State who is assisted by an advisory committee of State officials named in the Act (Attorney General, Auditor of Public Accounts, State Treasurer and the Director of Finance.) The Survey is not under the jurisdiction of the Archives Division of the Illinois State Library, though the archivist participated in preparing the program and sits in on

meetings of the Advisory Committee. This is not the place to report upon the accomplishments of the National Records Management Council to which the contract was awarded in October 1955, and which will publish its own report upon completion of the work early in 1957. The archivist's report on the Survey is limited to a statement of the objectives of the Survey and a prediction as to its immediate and long-range effects upon the Archives Division.

The objectives of the Survey and areas to be covered were set out in "Suggestions for Bidders" which were printed in The American Archivist (January 1956, vol. 19 p. 53-57.) ~~This article has been reprinted by the contractors from whom copies may be obtained.~~ The objectives of the Survey are to increase the efficiency of State government through better, and so far as applicable, uniform practices in record <sup>y</sup>making and keeping; the elimination of unnecessary paper work; orderly and planned retirement of records; and permanent documentation of the various activities of State government. All agencies in the Executive branch of the government of the State of Illinois are being covered; judicial and legislative records are not included in the survey; neither are the records of counties and other local and district governmental bodies.

Two objectives are being particularly emphasized, creation of records and documentation. State officials are aware that little can be done about existing records except to decide whether to destroy them as obsolete or to preserve them for an indefinite time. The officials made it clear that they are not interested in an inventory of present holdings. They wish to prevent further unwieldy accumulations of records by determining at the time of creation, just how long each category needs to be retained. Archivists, who have no control over the creation of records, have been gravely concerned

over the failure of departments to make records which document the historical development of their organizations and policies. State officials agree that this is important.

Fortunately the machinery for putting the recommendations of the National Records Management Council into immediate effect exists in the State Records Commission which has exclusive jurisdiction over the disposal of State records. This jurisdiction is limited only by statutory requirements as to the minimum time certain records must be retained and other records making specifications. Most of this legislation antedates the creation of the State Records Commission and is either unduly restrictive or requires the making of obsolete forms of records. The contract requires the National Records Management Council to make recommendations concerning the repeal or amendment to existing records laws. The Council has found some one thousand obsolete records provisions in the Statutes, posing a ~~difficult~~ <sup>serious</sup> legislative problem. Part of this difficulty may be overcome through an amendment to the definitions in the act on interpreting the statutes.

The archivist is ex officio chairman of the State Records Commission, which is otherwise independent of the Archives Division. The Commission makes its own report to the General Assembly. Because a considerable portion of the archivist's time is spent upon Commission duties, it is appropriate to report the following statistics concerning the work of the State Records Commission during the past biennium:

54 applications for disposal of records covering specified periods (usually discontinued records) from 35 departments covering 336 categories of records

40 applications to substitute microfilm copies for original records, from 7 departments, covering 49 categories of records

96 applications for retention schedules from 17 departments covering 455 categories of records.

By January first of 1957 it is expected that all record series



currently being maintained will have been put under retention schedules.

The immediate results of the Survey so far as they affect the Archives Division have been a slight acceleration in transfers of records to the Archives, and the appointment of a State Liaison Officer for Records Management. The accessions are discussed elsewhere in this report. Mr. Le Roy De Puy, who has had extensive experience in archives and records management, took office June 4, 1956. He is presently organizing a new State Records Management Unit in the Archives Division, and will direct both the archival and records management programs after the retirement of the present archivist in 1957.

The Records Management Unit will provide for the continuation and extension of the benefits of the present Records Management Survey after the completion of the contract with the National Records Management Council. A staff of records management analysts is to be employed.

A State Records Center under the Archives Division was opened August 23, 1956. It is located in the recently remodelled Old State Power Plant across the street from the State House. The Records Center will house and service those semi-current records which are under retention schedules and will be responsible for the destruction of records which have been retained for the prescribed periods. Permanent records will be housed in the State Archives Building as in the past. The Finance Department and the Auditor of Public Accounts were the first to transfer records to the Center.

The principal long range benefit of the Survey to the Archives Division will be in the improved quality of records coming into the State Archives. Since the documentation is specified in advance, it will be possible for the archivist to make better plans for space and equipment as well as to provide better reference service. The State Archives will be a well organized group of significant records, no longer a hodge-podge of miscellaneous odds and ends with serious gaps.

*informational*

The expanded service being given and the increase in the size of the staff require a reorganization in the internal administration of the Archives Division and raise the question as to whether the Archives Division needs to remain tied administratively to the Illinois State Library. Since a complete separation would require legislation, the changes at present contemplated will leave the Archives Division in the State Library but will revert to the policy which prevailed prior to 1937, namely the archivist being coordinate with the administrative head of the State Library <sup>and</sup> with both reporting directly to the Secretary of State as State Librarian.

Although the Records Management Survey has overshadowed everything else in the Archives Division, it has not affected with the regular work of the staff which is concerned with incorporating accessions into archival holdings and with improving reference service through greater familiarity of the contents of the records and better finding aids.

The Archives Division has accessioned approximately 1800 cubic feet of records received in 181 accessions from 14 State Departments; from the National Archives (1880 census records) and from 3 counties (microfilm security copies). Among major accession were the records of the Auditor of Public Accounts ~~XXXXXX~~ 1813-1933 (all records except the land records); the archives of the former State Tax Commission and the former Railroad and Warehouse Commission (most important being the annual reports of railroads and public utility companies from 1872); the charter records of dissolved corporations; early correspondence of the Highway Division and its predecessors (important for the history of hard roads in Illinois); World War I bonus records (the microfilm working copies, transferring reference service from the Adjutant General); the General Assembly records

1955

and miscellaneous early records of the Aeronautics, Agriculture and Conservation Departments. Mercer County began depositing security microfilm copies of its records. Similar microfilms had previously been deposited by Alexander, Champaign, Peoria and Pulaski counties, which continue to add to their deposits.

11,513 reference calls were serviced during the past two years. Of these 7,082 or 61.5% were for State business of which 5,811 were by personal calls or telephone; 518 or 4.5% were for historical purposes; 155 or 1.4% were for consultant services; 3,758 or 32.6% were for genealogy. These figures, however, do not present a completely realistic picture. References to World War II bonus records are counted as current State business, but calls relating to ~~WAR~~ service in earlier wars are counted as genealogy, though an indeterminable number of them request documentation for such veterans' benefits as pension rights, civil service preference, widows' rights and government tombstones and therefore should be considered official business. Furthermore, the statistics on consultant service are incomplete because the archivist does not keep a record of work done in connection with the State Records Commission and the daily conferences with the staff of the National Records Management Council. This count includes only conferences with persons who seek specific advice on the care of manuscripts and records; also included is correspondence with other archivists.

The genealogical reference work of the Archives Division is limited to information to be found in early indexed records, war service records <sup>and</sup> of the censuses, since the Illinois State Historical Library has the genealogical library of the State. No charge is made for data supplied by the Archives Division, but it

has been necessary to restrict the amount of search which can be made for an individual. When patrons request further service we offer to recommend a competent local genealogist. Since we are unable to provide data from the bulky and unindexed censuses of 1860 and 1880 unless the <sup>exact</sup> location of the family for which search is made can be given us, and since an increasing proportion of our inquiries relates to those records, it is likely that we are not giving as satisfactory service as before. A fourth microfilm reader was been purchased for ~~XXXXXXXXXXXXXXXXXXXX~~ reference use.

Agencies keeping records in their Departmental Vaults are not required to furnish statistics of use. However, the Archives Reference Desk keeps a record on issuance of keys to ~~XXXXXXXXXXXX~~ clerks authorized to have access to these vaults. Keys were so issued 5567 times during the biennium.

Visitors came from the Gold Coast and from South Rhodesia in Africa, from Israeli, Turkey, India, Thailand, the Philippines, New Zealand and Panama; also archivists from Colorado, Louisiana, Massachusetts, Oregon and Wisconsin; from the National Archives; and from a representative of the National Bahai archives.

The Archives Division is constantly adding to its finding aids. Specialized indexes were compiled for insurance reports and for records of State real estate holdings. 15,450 cards were added to the Archives Catalog (being chiefly analyticals for the records of the General Assembly and the Illinois and Michigan canal.) 95,010 cards were added to the name index of which 8,668 were for the 1840 federal census and 74,363 for that of 1850. Twenty-three of 102 counties in the 1850 cens s have now been indexed.

A Restoration Laboratory equipped with a Barrows Laminator was put in operation in the spring of 1956. This installation had to

wait for the return of Archives Building space <sup>assigned</sup> ~~"loaned"~~ to another Department during World War II. Only one operator is working in the Laboratory at present but a staff will be organized to catch up with the many years of arrearages in repair work. In the three months the Laboratory has been in operation 441 documents were cleaned, 1372 sheets deacidified and 1030 sheets laminated.

The Photographic Laboratory was remodelled to provide an additional darkroom. All documents formerly mimeographed for the use of the Secretary of State's office are now printed by offset. A Robertson offset camera was added to the equipment of the Photographic Laboratory which now makes all the negatives, though the printing is done elsewhere. In the past two years the Photographic Laboratory has continued to do all publicity photography for the Secretary of State's office including documentary films and most of the photographic work on the Illinois Blue Book; it also does photostatic recording for the Corporation Department. Likewise, the Archives Division is required by law to furnish free copies of records to the Departments depositing them. Work done for the Secretary of State's departments and the State Library including the Archives:

3010 Still photography: 2,978 negatives; 13,420 prints 14,531  
Motion Pictures. 2300 feet  
Photostats. 2542 prints  
Without name 7311

Special exhibits in the Archives Museum included a display of reproductions of Christmas manuscripts in 1954; "One Hundred Years Ago in the General Assembly", and "State Buildings, an Historical Exhibit" in 1955; "The Restoration Laboratory" and "Records Management" in 1956. The Archives Division also sent exhibits to the State and several county fairs, also to an exhibit in a downtown window, "What Members of the Zonta Club Are Doing."

wait for the return of Archives Building space <sup>assigned</sup> ~~"loaned"~~ to another Department during World War II. Only one operator is working in the Laboratory at present but a staff will be organized to catch up with the many years of arrearages in repair work. In the three months the Laboratory has been in operation 441 documents were cleaned, 1372 sheets deacidified and 1030 sheets laminated.

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3012 Still photography: 2,976 negatives; 13,420 prints 1 A, 5 B

Motion Pictures. 2300 feet

Photostats. 2542 prints

~~7311~~ 7311

Staff changes were as follows: Miss Marilyn Crowley ~~XXXXXXXX~~

~~XXXXXXXXXXXXXXXXXXXX~~ resigned as Archives Reference Desk

Assistant and was succeeded by Mrs. Margaret Reisch. Mrs. Elnora Barrington resigned as file clerk and was succeeded by Mrs. Rosetta Hudson. Miss Janice Daigh resigned to enter the University of Iowa, but returned for the summer vacation of 1956; she was succeeded as file clerk by Miss Virginia Terry. The following new positions were added: Le Roy De Puy, State Liaison Officer for Records Management; Wallace Bulpitt, in charge of Restoration Laboratory; and George Eves,

Staff changes were as follows: Miss Marilyn Crowley resigned as Reference Desk Assistant and was succeeded by Mrs. Margaret Reisch; Mrs. Elnora Barrington resigned as file clerk and was succeeded by Mrs. Rosetta Hudson. Miss Janice Daigh, clerk, resigned to enter college, but returned for the summer of 1956. New positions were added: Le Roy De Puy, State Liaison Officer for Records Management; Wallace Bulpitt, head of Restoration Laboratory; Miss Virginia Terry, file clerk; and George Evers, Records Center Clerk.

Representatives attended the annual meetings of the Society of American Archivists. The archivist served on its Committee on Professional Training and Standards. Miss Emma Scheffler has been Treasurer of the Illinois State Employees' Association since January 1955. She also served on the Membership Committee of Illinois Library Association in 1955. Theodore Cassady and Jack La Hart were elected Secretary and Treasurer, respectively, of the newly formed local State, County and Municipal Employees' Union of the A.F. of L. The archivist had two articles published in The American Archivist and wrote the brochure "How to Use Your State Records Commission". Mr. De Puy wrote the brochure of the State Records Center. Mr. East had an historical article printed in Westerner's Brand Book.

Respectfully submitted,

Archivist

ILLINOIS STATE LIBRARY

ARCHIVES DIVISION

Report for October 1956

Accessions.

We are continuing transfers of Auditor's warrants, having now received all warrants from the beginning through the year 1916. That is all we have room for for the time being, but we will take in later files to 1933 shortly.

The Corporation Department continues to send charters of dissolved corporations as fast as the Department segregates them. We have received through Box 1014 # 58427 (1906). We are having to keep them in open cartons on shelves, which is neither economical of space nor sufficient protection from dust. We have run out of filing cabinets, and Mr. De Puy is not "sold" on paying as much we have to to for our type of filing cabinet. Of course, if we had been allowed to finish equipping the building when we got the appropriation for that in 1939, we could have bought all the cabinets at \$50 each. The then governor, however, in a false economy move, allowed the expenditure of only half of the appropriation. Now the cost has multiplied by five. However, I think permanent records deserve permanent filing cabinets, especially as the vault layout provided for that type of equipment in order to utilize the space most efficiently. I recommend the purchase of filing cabinets made according to specifications to fill Level 1. Of course, this is Mr. De Puy's decision to make since I understand that equipment funds, for this biennium have been exhausted.

The Corporation Department, following recommendation of the Survey people, applied to the State Records Commission for permission to destroy its correspondence files after 5 years. Knowing that all correspondence from all departments of the Secretary of State's office except the Automobile Department have been filed together, the Commission authorized this destruction only provided that all non-corporation correspondence and all correspondence of continuing value be first removed from the files and preserved. The Corporation Department started this weeding but decided it was impractical. They asked us if we would undertake eventually to house the correspondence for the period prior to 1955 after which time a proper segregation will be made in the files. We shall, therefore, have to take in the 1953 correspondence in January, though I am not sure just how we can make room for it.



### Departmental Vaults.

The State Treasurer transferred warrant journals to his vault.

Miss Delaney, secretary to the Director of Agriculture, telephoned that the Department is withdrawing its records from Level 10 Bay 3 and that bay will be relinquished to the Archives. I raised the question about the records of the defunct Rural Electrification Division being transferred to the Archives and she promised to discuss this with the Director. She was to write a letter confirming this conversation but I have heard nothing further.

Mr. Reitzler, head of the Warrant Division of the Auditor's office assures me that the cartons of warrants that have been stacked in the departmental vault corridors will be removed shortly, now that we have cleared space for them by taking many of their older records, they will reorganize the filing in their vaults.

I am recommending to Mr. De Puy that he restudy the departmental vault system. At the time the Archives Building was erected records management was unheard of. It was recognized that space limitations prevented the housing of all State records in the building, which was accordingly designed to take care of permanent records only. At that time many of the State departments were reluctant to transfer all their permanent records to the custody of the archivist, either because they were not willing to do so or because legal or use restrictions made it desirable for them to keep their semi-current permanent records under their own jurisdiction. The archivist had had some unhappy experience with loans of records back to departments, particularly because of inability to bring pressure for return of the records. The departmental vault system seemed to solve both difficulties. The permanent records which could be serviced by archives staff came in to the archives, while semi-current permanent records went into the departmental vaults to which the departments alone have access. As the departmental vaults became filled, the older records were automatically fed into the archives. The system has worked satisfactorily for 18 years.

Now that we also have a State Records Center for the care of non-permanent records which must be preserved for definite retention periods, the Departments now have three places to which to go to consult their records - the State Archives, the Departmental Vaults, and the State Records Center. The Records Center has not been in

operation long enough nor concerned enough departments to raise the issue. However, confusion can be expected to manifest itself in the next few months.

Other circumstances have also changed. The State Archives now seems universally accepted by all State departments, and there would be less resistance to bringing all their permanent records under the custody of the archivist. Furthermore, they would doubtless be agreeable to the imposition of proper controls over the return of records loaned them by the State Archives. The National Archives has found it possible to loan records back to departments without danger to the integrity of the files. Proposed changes in the constitution to give the Governor greater control over departments now under elective state officials would also help the Archives to keep control over loaned documents. Certain staff reorganization to service records in this area separated from the present archives vaults would be necessary.

It is also highly desirable to get back departmental vault space now used for offices by the Division of Vital Statistics. Since there seems to be no immediate prospect that this can be done, I recommend that they be given contiguous space on one or more floors which can be locked off from the rest of the departmental vaults. At present they have vaults on three floors and this makes it impossible for us to maintain proper controls over access to the departmental vault areas. That would necessitate a reassignment of space in this section of the building. If the departmental vaults become part of the archives proper, some rearrangement of records would be required anyhow.

I am making the recommendation only that the departmental vault system be restudied. I do not wish to try to influence the decision which may be reached.

#### Staff Work.

Mr. Cassady and Mr. Rountree have continued to spend most of their time on arrangement of new accessions. In addition Mr. Cassady undertook the mail reference work for the two weeks Mr. East was on vacation.

Mr. Cassady has started an index to the complaint file of old Railroad and Warehouse Commission recently transferred by the Commerce Commission. At present we have no finding media for the file.

The archivist has completed catalog entries for the General Assembly miscellaneous files through the year 1910. The typist is working on the secondary cards.

The indexing of the U. S. census for 1850 - Rock Island County is in progress and Mrs. Hudson is finishing the indexing of La Salle County started by Miss Daigh.

We have reason to hope that the Corporation filing will be caught up through 1953 and largely through 1954 before the next year's files are transferred. We got badly behind when the Corporation Department decided several years ago to hold back only one year's reports instead of three years as in the past. Mrs. Hudson is now working full time on this.

Miss Terry did some filing during the month but has been brought upstairs to do typing. She substituted for Mr. Quonn as archivist's secretary during six days he was absent on electioneering assignments, also worked at the Reference Desk during Mrs. Reisch's vacation.

Miss Scheffler cataloged 33 volumes of Canadian and Ontario archives publications transferred from the general collection of the State Library. She has also been checking in canal records recently received from the Waterways Division.

#### Visitors.

Miss Evelyn Eager, archivist of the Province of Saskatchewan, stopped here en route to the Archivist's convention.

#### Records Management.

Mr. Thornton Mitchell made a progress report on the Survey at the annual meeting of the Society of American Archivists, as noted in my report on the meeting. This report and conferences with representatives of other states, show that Illinois is miles ahead of any other state in its records management program.

At the meeting of the Advisory Committee for the Records Management Survey, held October 26, 1956, Mr. Mitchell made the following progress report:

#### STATE OF ILLINOIS RECORDS MANAGEMENT SURVEY

as of October 26, 1956

#### A. Agencies in which surveys have been completed:

Department of Aeronautics  
Department of Revenue  
Department of Public Health

Department of Registration and Education  
Office of the Attorney General  
Office of the Auditor of Public Accounts ( Records  
Making)  
Securities Department, Office of the Secretary of  
State  
Corporation Department, Office of the Secretary of  
State  
Department of Conservation  
Illinois Veterans' Commission  
State Employees' Retirement System  
Office of the Superintendent of Public Instruction  
Teacher Certification Board  
\*Department of Agriculture  
\*Illinois Commerce Commission  
\*Department of Mines and Minerals  
\*Department of Finance (Record Making)  
\*Military and Naval Department

NOTE: In the case of agencies marked with an  
asterisk (\*), the reports have been  
completed and approved but not finally  
submitted.

B. Agencies in which surveys have been completed with  
reports awaiting final approval:

Driver License and Financial Responsibility Departments,  
Office of the Secretary of State  
Public Aid Commission  
Teachers' Retirement System  
Office of the State Treasurer

C. Agencies in which surveys are in process:

Department of Public Welfare  
Department of Public Works and Buildings  
Department of Public Safety  
Illinois Youth Commission  
Liquor Control Commission  
Automobile Department, Office of the Secretary of  
State  
Department of Insurance  
Civil Service Commission

D. Agencies remaining to be surveyed:

Department of Labor  
Vocational Education Board  
State Housing Board  
General Office and State Library, Office of the Secre-  
tary of State  
Office of the Auditor of Public Accounts (Record  
keeping)  
Department of Finance (Record keeping)

Some years ago I was pressured to accept certain very bulky accounting records of the Automobile Department which have no continuing value. These are in the form of huge volumes about 3 x 4 x 1 foot in dimension. With the cooperation of the Survey people we have got clearance for an application to the State Records Commission to destroy these obsolete records.

Mr. De Puy is making good progress in building up a records management staff. In addition to George Evers, who has been with the Records Center since it opened, Mr. Hollis Dunbar will work there beginning November 1. Mr. Meynard J. Brichford (now with the Wisconsin archives) and Mr. John T. Caton (now with the Maryland archives) will come on the staff as records analysts December 3.

In addition to transfers of records to the Records Center by the Department of Finance, noted last month, the Auditor of Public Accounts has begun transfers. 480 cubic feet were taken in in October, with moving of the same type of records continuing.

#### Staff Notes.

Mr. East, Mrs. Hudson, and Mrs. Reisch took vacations during the month. Mr. East visited the Pennsylvania archives during his vacation.

The following attended the annual meeting of the Society of American Archivists at Washington, D. C., October 11 and 12: Mr. Reid, Mr. De Puy, Miss Scheffler, Mr. Bulpitt, and Miss Norton. Mr. Mitchell and Mr. White from the National Records Management Council staff here and, of course, President Robert Shiff and Vice-President Alan Negus.

Mr. Bulpitt visited the Restoration Laboratories at the National Archives and the Maryland Hall of Records.

Mr. De Puy has written an account of the Archivists' Convention, to be published in an early number of Illinois Libraries.

Mr. East has written an article entitled "Here's How It was", on buffalo hunting in the French regime to commercial fishing in the modern era. This will be

published in the Fall-Winter number of Outdoors in Illinois, official bulletin of the Department of Conservation. He has also completed his article on the history of the building of the present State House for publication in Illinois Libraries.

Respectfully submitted,

Archivist

# SOCIETY OF AMERICAN ARCHIVISTS

## ANNUAL MEETING

Washington, D. C.

October 11 - 12, 1956

The following persons attended from Springfield: Mr. Reid, Mr. De Puy, Miss Scheffler, Mr. Bulpitt, and I. Mr. Mitchell and Mr. White of the Records Management Staff were also there.

On Wednesday afternoon, October 10th, Mr. Reid, Mr. De Puy, and I had a conference at the National Archives with Dr. Wayne Grover and Mr. Colten on the subject of the government subsidy for microfilming vital records. Apparently no firm decision has been made as to what records shall be microfilmed, nor is it known whether or not any money is currently available. Apparently, it is up to the States to formulate a program. This will be discussed further in connection with the session on "Protection of Documentary Resources."

The Committee on State Archives held its dinner meeting at the Willard Hotel, convention headquarters. Mrs. Mary Givens Bryan made her annual report as chairman of the committee. Sub-committees have been gathering data on archival legislation, replevin of records and microfilm projects. Mr. Howard W. Crocker, associate public records analyst, Division of Archives and History, Education Department, State of New York, spoke on "The Management of Local Records." New York State has had certain controls over local records for nearly fifty years - inspection with power to enforce proper physical safeguards for records, and power to authorize destruction of local records. Mr. Crocker presented an attractive program for records management though he confessed privately to me later that the project hasn't achieved much beyond programing as yet. He has promised to send materials to Mr. De Puy. Mr. De Puy is very much interested in doing something with the county records, and I am all for it, though I fear "county rights" and suspicion of State interference may prevent his having as much success as is promised for New York State.

Following this program, and in fact, before its conclusion, I left to attend the meeting of the Committee on Professional Standards and Training. This committee is comprised of the past presidents of the Society under the chairmanship of the president for the preceding year.

After several years of discussion and wrangling, Morris Radoff, this year's chairman, finally brought an agreement to make the following recommendations to the Council of the Society:

1. Your committee is in favor of the election of certain members of The Society of American Archivists to a special category of membership, those so elected to be known as "Fellows of The Society of American Archivists."
2. The number of present members so designated should not be less than ten per cent nor more than fifteen per cent of the total membership reported at the last general meeting of the Society by the Secretary.
3. Election of fellows shall be by a majority of all the members of the Committee on Professional Standards and Training so long as that committee shall be composed only of past presidents of The Society of American Archivists.
4. No member of the Society shall be elected a "fellow" unless he shall have been a member in good standing of the Society for at least five years immediately preceding his election. Moreover, in selecting candidate the committee ought to be guided by certain criteria as follows:

Advanced educational experience, realistically appraised, in an area of knowledge recognized as essential for an archivist.

Professional experience, ordinarily of five years, which should include the exercise of responsibility and should demonstrate the possession of qualities of initiative, resourcefulness and professional morals.

Writings of superior quality and usefulness.

5. A Fellow shall continue in that status only so long as he remains a member of the Society.



The Conference formally opened at 10 A. M., Thursday, October 11, 1956, in the Hotel Willard, Wayne Grover, archivist of the United States welcoming us. The program was on "Archives Administration in Eastern Europe." Sergius Yakobson, Chief, Slavic and Central European Division, Library of Congress, conducted a panel discussion by members of his staff, Fritz T. Epstein discussing the archival situation in Russia; Paul L. Horecky, Czechoslovakia and Yugoslavia; and Janina Wojcicka, Poland. All of these papers had to be compiled from the fragmentary literature which has come through the iron curtain in the past few years. The fullest report was on Poland which is still publishing the prewar archival journal. The reports indicated that much lip-service is given to archival work in all these countries, but that it is all prostituted to the compilation of documentation favorable to communism and the destruction or suppression of anything unfavorable. One could hardly realize that the beautiful and youthful looking Wojcicka had had the war experience we were told she had had before finding asylum in America, much less that she is old enough to be the mother of "two scientists of the Harvard staff."

The luncheon meeting was presided over by Waldo G. Leland, director emeritus of the American Council of Learned Societies and my archival godfather (It was he who first directed my attention to the possibilities for an archival career, back in 1915, at a meeting of the American Historical Association in that very room!) Robert Bahmer, assistant archivist of the United States reported on the International Council Meeting in Florence. As was true when I made a similar report on the Paris meeting, Dr. Bahmer had just returned to America a few days before, and his address showed the lack of time for a full presentation. Instead of trying to report it, I prefer to await the printed account in The American Archivist. The next congress of archivists is to be held in Stockholm in 1960, at which time the historians will also be meeting.

The most important meeting, for the Illinois delegation, at least, was the Thursday afternoon session on State Records Management, presided over by Dr. Christopher B. Crittenden of North Carolina. The first speaker was Vernon B. Santen, associate budget examiner, Division of the Budget, Executive Department, State of New York, who described "The New York State Inventory Project." As Dr. Posner recommended Mr. Santen for Mr. De Puy's job (his present salary put him out of consideration), I was particularly interested in hearing him. Mr. De Puy in his report has commented on what Dr. Santen said. He talked for an hour and ten minutes in a droning voice. All I could think of was, "What do

you suppose the little dog will do with the train if he catches it?" The purpose of the inventory of New York records, as I got it, was to find out how many miles of records are already in existence and how fast they accumulate annually, with a view to finding areas which need further records management studies. The paper was largely concerned with how to make a statistical count that would give a true picture by great attention to decimal points.

Our Mr. Mitchell's progress report on the Illinois survey made the New York report look very insignificant. He stated among other things, that the Illinois survey has taken a functional approach to records making - studying first what functions each department has to perform and then deciding what records must be created for efficient administration of the department, giving due emphasis to the moral obligation of each governmental agency to make adequate documentation of its activities. He flattened Mr. Santen by saying that the Council has made some of its most important contributions without taking an inventory of existing records at all. The, paper, when published and digested by readers, will, I believe, carry out Mr. Mitchell's prediction that records management will never be the same after what the Council has done in Illinois.

From 6 to 7 P. M. I was the guest of honor at a reception given by the National Records Management Council. Mr. Mitchell sent me a beautiful corsage spray of orchids. This was one of the happiest occasions of my professional career.

The annual dinner of the Society was held at 7:00 P. M. Boyd Shafer, executive secretary of the American Historical Association, presided. Ernst Posner, our beloved president, took as the subject of his presidential address, "What Then is the American Archivist, This New Man?" He started out by handing out a table showing statistics of membership, including the academic background of American archivists. A copy of this is appended to Mr. De Puy's report so I will not repeat the information. The address was witty but not profound.

The annual business meeting was held after the presidential address. The slate presented by the nominating committee through Chairman Alice Smith of Wisconsin, was elected, though there was a nomination from the floor for Henry Edmund, Ford Archivist, for president. Elected were:

Lester Cappon, President  
Herbert Angel, Vice-President

Delores Renze, Secretary  
William Overman, Treasurer  
Mary Bryan and Lucille Kane, Council

The Friday morning meeting was perhaps the most entertaining. It was listed as "Popularizing History and Documentary Sources." Franklin G. Floete, administrator, General Services Administration, was chairman. W. Edwin Hemphill, editor of Virginia Cavalcade told us one thing that I had not realized before, that the magazine is issued to illustrate historical and archival material in the Virginia State Library, written and edited by the Library staff. I knew it was published by the State, and knew the quality of the articles and illustrations is excellent, but I had supposed it was a general magazine on Virginia history, written and edited as a part of a general state publicity program.

James Parton, publisher of American Heritage gave a lively paper which helps explain the popularity of this expensive bound magazine. Both he and Dr. Hemphill laid down principles to be followed in editing historical magazines. The principal things mentioned are to select material which tells a story which can be related to everyday life; and second, not to "write down" to your reader.

The second program of the morning was the one in which we of Illinois are particularly interested, "Protection of Documentary Resources." Philip C. Brooks, Chief, Federal Records Center, Region 9, General Services Administration, presided. Virgil L. Couch, Director Industry Office, Federal Civil Defense Administration, told us about "F C D A's Continuity of Government Program and the Protection of Cultural Resources." This was illustrated by slides, and instead of being limited to cultural resources was pretty much the standard civil defense program. Primarily, to date, the Administration has been working with private industry, urging them to take steps, usually by microfilming, to ensure the continuity of operation in case of catastrophe. Mr. Couch recommends that governments make a similar selection of records which would be essential to continuity of government, such as records which would protect property and citizenship rights. We published such a list for Illinois counties during World War II. The federal government stands ready to meet half of the cost of microfilming essential government records, but the states must formulate and sell the program.

The final formal meeting was a luncheon over which L. Quincy Mumford, librarian of Congress, presided. Speaker was Frederick W. Ford, Acting Assistant Attorney

General, U. S. Department of Justice. His topic was "Some Legal Problems in Preserving Records for Public Use." This was of interest to me since my presidential address was "Some Legal Aspects of Records." I did not take notes on Mr. Ford's address, but, though I was interested, I cannot now remember any of his points. This will, I hope, be published in The American Archivist.

In the afternoon we had our choice of visits to the Manuscript Division of the Library of Congress, the National Archives or the Federal Records Center at Alexandria, Virginia. I went to Alexandria.

Later in the afternoon I attended a tea given by Wayne Grover at the National Archives and an "At Home" at the lovely home of the Posners in Arlington. Still later I visited the home of the Victor Gondos' to see some exquisite slides taken during their recent European trip.

On the way home the De Puys and I spent half a day at Vincennes. I had been there several times but not visited the old State House, the Harrison home and the newly opened reconstruction of the first printing press. These are at the opposite side of town from the Cathedral and George Rogers Clark memorial.

Respectfully submitted,

Archivist

# THE SOCIETY OF AMERICAN ARCHIVISTS

## Statistics of Membership

Persons principally engaged in	Male	Female	Total	Holding degree of		Publica- tions
				E.A.	M.A.* Ph.D.	
I Archival work	139	44	183	37	78	40 115
II Records work	81	31	112	29	29	1 31
III Manuscripts work	23	13	36	2	20	8 27
Total	243	88	331	68	127	49 173
IV Other work	70	16	86	26	29	26 59
Grand Total	313	104	417	94	156	75 232

September 1956

\*Including degree from major library school

# ARCHIVES ACCESSIONS

October 1956

	<u>Documents</u>	<u>Drawers</u>	<u>Microfilm Reels</u>	<u>Volumes</u>
<b>Division of Waterways</b>				
Illinois and Michigan canal records	55			
<b>Secretary of State</b>				
<b>Index Department</b>				
Deeds and abstracts (3 cases)	11			
Enrolled laws, 1955	997			
General Assembly records, 1955	27			
<b>Corporation Department</b>				
Charter records dis- solved corporations		125*		
<b>Registration and Education Department</b>				
<b>Applications for Pro- fessional Licenses</b>				
Practical Nurse Qualifying	1825			
Registered Practical Nurse	4993			
<b>Department of Aeronautics</b>				
Correspondence, 1941-55		2		
<b>Military and Naval Dept.</b>				
Report, 1st Inspection, I. N. G.				1
<b>Champaign County Recorder</b>				
Security Film	_____	_____	23	_____
	7908	127	23	1

\*Estimated

ARCHIVES REFERENCE

October 1956

State Business

In Person

Secretary of State

Corporation Department

Annual reports	67
Index cards	34
Charter	1
Correspondence	1
Dissolved Corporations, Record of	31

Executive Department

Executive record	1
Notary bonds	1
Warrants, Criminal	1
Trade Marks	26

Index Department

Enrolled laws	15
Deeds to State property	1

Securities Department

Closed cases	2
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General Assembly

Bills	12
Committee records	3

Registration and Education Department

Registered barber	3
Real estate salesman	1
Real estate broker	1
Registered nurse	1

**ARCHIVES REFERENCE**

**October 1956 (continued)**

**State Business**

**In Person**

**Legislative Council**

Research memoranda 1

Illinois Commerce Commission 3

**Liquor Control Commission**

Application 1

**Service Recognition Board**

World War I 2

World War II 2

**By Mail**

**Secretary of State**

**Corporation Department**

Charter 1

**Service Recognition Board**

World War I 2

World War II 25

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239

**Family History**

**In Person**

Name index 19

**War Service Records**

Black Hawk War 1

Mexican War 1

Civil War 30



# ARCHIVES REFERENCE

October 1956 (continued)

## Family History (continued)

### In Person

#### Census Records

##### State

1818	1
1840	1
1845	1
1865	1

##### Federal

1840	2
1850	12
1860	7
1880	4

### By Mail

Genealogy	59
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#### War Service Records

War of 1812	2
Civil War	32
Spanish American War	1
	<hr/> 174

## History

### By Mail

	5
	<hr/> 5

## Archival Technique

In Person	3
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### By Mail

	9
	<hr/> 12

Grand Total

430

# ARCHIVES CATALOG

October 1956

## Name Index

1850 U. S. Census

Rock Island County

1480

La Salle County

84

## Archives Catalog

General Assembly

	<u>Main Entry</u>	<u>Secondary Cards</u>	<u>Cross References</u>	<u>With- drawals</u>
1905	37	75		65
1907	32	103	37	
1909	<u>7</u>	<u>—</u>	<u>35</u>	<u>—</u>
	76	178	72	65
	178			
	<u>72</u>			
	326			
	<u>65</u>			
Net Additions	261			

**DEPARTMENTAL VAULT ADMISSIONS**

**October 1956**

<b>Adjutant General's Office</b>	<b>12</b>
<b>Attorney General's Office</b>	<b>4</b>
<b>Division of Architecture and Engineering</b>	<b>5</b>
<b>Auditor of Public Accounts</b>	<b>46</b>
<b>Civil Service Commission</b>	<b>45</b>
<b>Commerce Commission</b>	<b>3</b>
<b>Corporation Department</b>	<b>7</b>
<b>Executive Department</b>	<b>22</b>
<b>Finance Department</b>	<b>1</b>
<b>Historical Library</b>	<b>1</b>
<b>Department of Public Instruction</b>	<b>4</b>
<b>Department of Mines and Minerals</b>	<b>3</b>
<b>Department of Registration and Education</b>	<b>32</b>
<b>Securities Department</b>	<b>2</b>
<b>Teachers' Retirement System</b>	<b>22</b>
<b>State Treasurer</b>	<b>16</b>
<b>Division of Waterways</b>	<b>7</b>
<b>Department of Public Works and Buildings</b>	<b>2</b>
	<b>234</b>

PHOTOGRAPHIC LABORATORY

October 1956

Offset Negatives

25	12 x 18
1	14 x 17
20	11 x 14
13	11 x 12
<u>9</u>	8 x 10
68	

	<u>Negatives</u>	<u>8 x 10</u>
Photographs		
Secretary of State	37	838
State Library	18	66
Archives	<u>4</u>	<u>32</u>
	59	936

	<u>Negatives</u>
Photostats	
State Library	7
Corporation Recording	<u>73</u>
	80

**RESTORATION LABORATORY**  
**Report for October 1956**

**1849 General Assembly, Special Session**

**House and Senate Bills**

**39 documents treated**

**139 sheets deacidified**

**139 sheets laminated**

**RECORDS CENTER**

**Report for October 1956**

**Accessions**

**Auditor of Public Accounts**

**480 cubic feet**

**Reference Calls**

**38**

ILLINOIS STATE LIBRARY  
ARCHIVES DEPARTMENT  
November 1956

Accessions.

There was only one transfer as shown by the statistics.

Departmental Vaults.

No transfers of records.

The Clerk of the Supreme Court is taking bids on new equipment for its vault, which means that some other place must be found for the land records in the space temporarily loaned to the Auditor of Public Accounts. We are trying to get them transferred to the Archives.

The Auditor of Public Accounts is reorganizing his files. Many are being taken from his warehouse to the State Records Center, others being transferred to his State House vaults, and all the records now in departmental vault corridors removed. There will also be reorganization of the Auditor's Departmental Vaults.

Staff Work.

November was a short month, with days off for three holidays: Election Day (November 6); Armistice Day week end (November 10-12); and Thanksgiving Day week end (November 22-25). Mr. Quonn was away electioneering November 1-2 and Mr. Bulpitt out November 5 for the same purpose. Mrs. Reisch has been absent since November 5. She underwent major surgery November 12. All this is reflected in reference statistics and reports on staff work accomplished during the month.

There have been no new staff projects undertaken during the month, each continuing with his or her regular work.

The archivist finished cataloging the 1911 General Assembly records but spent most of her time writing her biennial report, working with Mr. De Puy on staff position questionnaires (for the Personnel Department) and on State Records Commission work.

Mr. De Puy has been busy with budget matters, the State Records Center, and organizing the Records Management staff, and of course making plans for the administration of the Archives. This records management program will be discussed in a separate paragraph. It has been definitely decided that Mr. De Puy will take over the administration of the Archives Division on January first and that the archivist will devote the remaining months to rounding out her work. Beside the usual odds and ends, there are two projects which she would like to work on. The General Assembly cataloging is all done except for the years 1913-29 and this has been in part in previous years. Whether or not this will be completed now depends in part on how much can be done prior to January first. The second project is continuing the bibliographical section of the History of State Departments from 1745 to date. This is a somewhat bigger task than the archivist wants to undertake now, and probably could not be completed unless she stays on through June 1957. It would be very difficult for anyone else to do this work because the present archivist, having the background material in mind, can see relationships which someone else might miss. It seems desirable for this task to be undertaken.

#### Records Management.

The State Records Commission held three long sessions in November, and we hope to be over the hump by the end of the first meeting in December. The Insurance and Public Welfare Departments are the only major departments requiring scheduling of records and these will be finished in December, we hope. By that time, all obsolete records will have been scheduled for destruction and all current records be under retention schedules.

The State Records Center filling rapidly and it seems likely that it will soon need the entire building (Old State Power Plant). Mr. George Evers is in charge. Mr. Hollis Dunbar has been added to the staff.

Mr. John Caton, formerly of the Maryland archives, has been appointed records manager and Mr. Meynard Brichford, formerly of the Wisconsin archives, has been appointed records analyst. Both start work December third.

Respectfully submitted,

Archivist



**ARCHIVES ACCESSIONS**

**November 1956**

**Secretary of State**

**Index Department**

**Deeds to State property  
(1 case)**

**3 documents**

ARCHIVES REFERENCE

November 1956

State Business

In Persons

Secretary of State

Corporation Department

Annual reports	45
Index cards	25
Dissolved shucks	40

Executive Department

Land patents	1
Notary Bonds	3
Trade Marks	68

Index Department

Enrolled laws	3
Election records	1

History of State departments	3
------------------------------	---

Illinois Commerce Commission

Reports	134
---------	-----

Waterways Division

Canal records	1
---------------	---

Registration and Education Department

Real estate brokers	1
Registered nurse	1

Service Recognition Board

World War II bonus	2
--------------------	---

ARCHIVES REFERENCE

November 1956 (continued)

State Business

In Person

General Assembly

1955 Senate Journal 1

Legislative Council

Research records 1

By Mail

Canal records 1

Service Recognition Board 1

World War II bonus 22  

---

353

History

By Mail 5  

---

5

Family History

In Person

War Service Records

Civil War 4  
Spanish American War 1  
World War I 1

Census Records

U. S.

1830 1  
1840 3  
1850 15  
1860 3  
1880 2

# ARCHIVES REFERENCE

November 1956 (continued)

## Family History (continued)

### In Person

#### Census Records

##### State

1855 1

Name Index 2

### By Mail

#### War Service Records

War of 1812 1

Black Hawk War 1

Civil War 33

World War I 1

Genealogy (chiefly census) 47

120

## History

### In Person

Election records 2

General Assembly 2

Dissolved Corporations 1

By Mail 5

10

## Archival Technique

### In Person

#### No Count

### By Mail

3

3

Grand total

491

## November 1956

## General Assembly

	<u>Main Entries</u>	<u>Secondary Cards</u>	<u>History Cards</u>	<u>Cross References</u>	<u>With- drawals</u>
1903	1				
1905	28	46			
1907	72	232	7		
1909	60	149	10		
1911	<u>22</u>	<u>96</u>	—	<u>35</u>	<u>214</u>
	183	523	17	35	214

Canadian Archives

92 cards (for Reference Collection  
Catalog)

## U. S. Census 1850

Rock Island County 1481

La Salle County 1988

3469

## DEPARTMENTAL VAULT ADMISSIONS

November 1956

Adjutant General's Office	5
Division of Architecture and Engineering	1
Attorney General's Office	4
Auditor of Public Accounts	56
Civil Service Commission	36
Commerce Commission	2
Corporation Department	3
Court of Claims	1
Executive Department	18
Finance Department	1
Index Department	3
Insurance Department	1
Department of Public Instruction	1
Department of Mines and Minerals	4
Department of Registration and Education	25
Securities Department	2
Supreme Court	3
Teachers' Retirement System	28
State Treasurer	16
Division of Waterways	12
Department of Public Welfare	1
Department of Public Works and Buildings	<u>1</u>

**PHOTOGRAPHIC LABORATORY**

**November 1956**

**Offset Negatives**

10 x 12 in.	7
11 x 14 in.	19
12 x 18 in.	31
14 x 17 in.	<u>1</u>
	58

**Photostats**

State Library	2
Archives	15
Corporation Department	<u>75</u>
	92

**Photographs**

	<u>Negatives</u>	<u>8 x 10</u>	<u>16 x 20</u>
State Library	4	16	
Archives	12	36	
Secretary of State	<u>86</u>	<u>1017</u>	<u>32</u>
	102	1069	32

RESTORATION LABORATORY

November 1956

1851

General Assembly

H. B. # 181 - 328

150 Documents

436 Sheets deacidified

362 Sheets laminated

74 Sheets not laminated

I have also unfolded, cleaned, and deacidified  
80 documents which consist of 281 sheets of the Perrin  
Collection Marriage Contracts dating from 1772 to 1807.  
These are now being prepared for lamination.



# RECORDS CENTER

November 1956

	<u>Accessions Cubic Feet</u>	<u>Number of References</u>
Auditor of Public Accounts		
Office	822	
Warehouse	794	
Division of Highways		
Safety Responsibility	161	1
Division of Highways		
Traffic Division		
Permit Section	32	
Department of Mines and Minerals		
General Office	54	
Division of Highways		
Bureau of Construction	29	
Illinois Commerce Commission		
Motor Carriers Files		22
Finance Department		
Purchases and Supplies	<u>        </u>	<u>    2    </u>
TOTAL	1892	25

## ILLINOIS STATE LIBRARY

### ARCHIVES DIVISION

Report for December 1956

This will be my last monthly report as archivist since Mr. De Puy is taking over the active administration of the Archives Division on January 2, 1957. My duties for the rest of my time in the archives will be non-administrative.

#### Accessions.

The necessity for doing some shifting preliminary to accepting more records plus the difficulty of getting labor help during the Christmas - pre-legislative rush delayed bringing in a number of records which have been offered to us. Among records transferred but not yet inventoried are Civil Service Commission correspondence with the various State departments and docket files of the Commerce Commission.

The most important records offered to us in many years are the land records of the Auditor of Public Accounts. These comprise the records of the five early U. S. land offices of Illinois and the records of sales of lands granted to the State of Illinois by the federal government. The best description of these records by the late Professor Pease was published in the 1909 Annual Report of the American Historical Association. The Historical Records Survey prepared an inventory in 1940, but this means little because the records have been moved several times since then and no attempt was made at a classified arrangement. Under the present law the Auditor is required to have legal jurisdiction over these records, must issue any certified copies under his seal, and can only deposit the records with us for protective custody. He proposes to seek a repeal to present laws and to ask the General Assembly to transfer jurisdiction to the Archives.

#### Departmental Vaults.

The Department of Public Welfare having secured permission from the State Records Commission to destroy records presently in its Departmental Vault bay in 9 East, this will be assigned to the Department of Registration and Education, which will then occupy the entire vault.

The Auditor is moving his microfilm machine from Vault 8 North Bays 1 - 2 to Vault 12 West; and this and

the transfer of the land records to the Archives will permit return of Vault 8 N to the exclusive use of the Clerk of the Supreme Court.

#### Destruction of Records in Archives.

The State Records Commission has authorized the destruction of certain obsolete records of the Accounting Division of the Automobile Department which had been accepted by the archivist under pressure some years ago. (See Application 291 in files of the State Records Commission). The actual destruction has not yet taken place.

Some time ago the Commission approved a disposal schedule (D 5) for destruction of Duplicate Vault Key Slips after a three-year retention period. These records have been destroyed through the year 1953.

#### Staff Work.

Some of the staff reports for December have not yet been filed, but there is nothing startlingly new to report. Mr. Cassady who has gradually been taking over more and more administrative duties for the past year, will be having even more responsibility under Mr. De Puy who will be largely occupied with getting the records management program established on a firm foundation. Mr. Cassady has spent a good deal of his time with Mr. De Puy in making plans.

The absence of Mrs. Reisch, who has been hospitalized has thrown more reference work upon other staff members. Mrs. Hudson has taken most of Mrs. Reisch's desk time. That means that work on the corporation file has come to a halt far short of our aim to be caught up before the next year's file comes over.

Mr. Rountree has been fully occupied with his duties as vault clerk, attending to transfers and preparing inventories on transfers already made.

Mr. East's report on reference work is of sufficient interest to quote in detail and is appended to this report.

Miss Scheffler prepared the Christmas exhibits and took charge of Christmas decorations throughout the building. Mr. Bulpitt and she took charge of the staff Christmas party held in the Conference Room, really quite the loveliest party we have had. Miss Scheffler is now working on the biennial exhibit "100 Years Ago in the General Assembly." This will be unusually

interesting this year because of the large number of centennials, among them being the creation of the last new county, Douglas, 19 city and 36 town charters, the Illinois State Normal University, Monmouth and Lake Forest Colleges, Northwestern Mutual Insurance Co., etc.

The materials in the Christmas exhibit of illuminated manuscripts, supplied by the Art Department, have been used in previous exhibits, but were displayed in a new and colorful manner. The exhibits included facsimiles of the Gutenberg Bible, the Book of Kells and the D'Este Bible, several original pages from Bibles of 450 to 600 years, Persian paintings, initials and lettering, facsimiles of Persian paintings, initials and lettering. The exhibit occupied the cases in the first floor museum and the record floor lobby.

Mr. Bulpitt worked on 1849 Senate Bills part of the month. He is now working on some of the Perrin marriage records, then will work on some of the badly mildewed Governor's correspondence, followed by the charred World War I bonus records. We are trying to give him varied experience so that he can profit by his final instruction work at Mr. Barrow's Laboratory. Mr. Barrow was supposed to send for him in December but we have not yet had work.

I have been busy almost exclusively with State Records Commission work. I finished cataloging the 1911 General Assembly miscellaneous, and am now working on some odds and ends of catalog work. Miss Terry has been helping with the typing. She is also typing an index to the territorial treasurer's record started some time ago.

### Records Management.

The National Records Management Council is nearly finished with its contract. The State Records Commission held 3 meetings in December and has acted upon all but two applications. The Insurance Department is the only major department on which we have not yet taken action. I have indexed all applications which have been returned to me by the Secretary. The work for which the State Records Commission was created has now been largely completed, since all records currently being made are, or soon will be, under retention schedules. Many existing statutes are deemed by the Commission to be unduly restrictive, and legislative amendments are being sought at this session of the General Assembly. That will require review of present schedules by the Commission. The Commission also reserves the right to review existing retention schedules or to issue new ones in case of newly created records.

A Records Management Staff to continue the benefits of the Survey is being built up. Mr. John Caton and Mr. Maynard Brichford have come to us as Records Analysts from the Maryland and Wisconsin archives, respectively.

Archives Building.

Termites

Termites were discovered in the basement during the month and the Superintendent of Capitol Buildings and Grounds immediately employed experts to take suitable action. Although considerable infestation was found, it has apparently been confined to the basement and to non-record storage areas.

The Conference Room was used for several conferences during the month, plus staff meetings of the State Library Unit Heads and the Public Service Staff, also for the meetings of the State Records Commission and Archives Christmas party.

American Historical Association.

The following members of the Archives staff attended the Annual meeting of the American Historical Association held in St. Louis December 29 - 31: Mr. De Puy, Mr. Cassady, and Mr. Rountree. Mr. East had planned to attend but was ill.

Respectfully submitted,

Archivist

Springfield, Illinois  
Dec. 31, 1956

Miss Margaret Norton  
Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

For the report period of Dec.1-31,1956 I submit the following report:

#### CATALOGING

No statistics for cataloging this month.

#### EXHIBITS

An exhibit of illuminated manuscripts were displayed during the month of December. Facsimiles of the Gutenberg Bible, The Book of Kells and the De'Este Bible were on exhibit. Several original pages from Bibles of 450 to 600 years of age were also on display. Additional facsimiles were displayed in the cases on the first floor Museum room and on the second floor lobby of the building. Persian paintings, initials, and lettering were included in the examples of the illuminated manuscripts of the early 14th, 15th and 16th centuries. The manuscripts were borrowed from the IGL Art department collection. The display was colorful and interesting.

Christmas decorations added to the holiday spirit of the Archives building. On Tuesday, Dec.18 the staff enjoyed a delightful Christmas party with egg-nog, hors d'oeuvres and sweets. Each member of the staff contributed toward the cost of the party, some more than others.

#### NAME INDEX

About 1000 cards were filed in the temporary file of the Name Index. These were cards of La Salle county. The filing was done while on relief duty at the Reference desk.

Respectfully submitted,

*Emma M. Scheffler*  
Emma M. Scheffler,  
Archival Assistant.

ARCHIVES ACCESSIONS

December 1956

	<u>Documents</u>	<u>Drawers</u>
Secretary of State		
Corporation Department		
Charter records,		
Dissolved Corporations	42,716	
Index Department		
Deeds to State property	14	
2 cases		
Auditor of Public Accounts		
Cancelled warrants 1824 - 1916		60
Registration and Education Dept.		
Applications		
Registered beauty culturists	5,468	
Public Works and Buildings Dept.		
Division of Highways		
Bridge correspondence and		
shop plans	<hr/> 48,198	<hr/> 19
		79

# ARCHIVES REFERENCE

Report for December 1956

## State Business

### In Person

#### Secretary of State

##### Corporation Department

Annual Reports	62
Index Cards	23
Dissolved Corporation Charters	46

##### Executive Department

Notary Public	3
Trade Marks	30

##### Index Department

Deeds and Abstracts	2
Election Records	1
Enrolled Laws	20

General Assembly	6
------------------	---

#### Registration and Education Department

##### Professional Applications

Architects	2
Midwife	1
Real Estate Broker	2
Real Estate Salesmen	2
Register Barber	1

Service Recognition Board, World War II	3
---	---

Miscellaneous	1
---------------	---

#### Waterways Division

Canal Records	11
---------------	----

### By Mail

Service Recognition Board, World War II	16
---	----



## **ARCHIVES REFERENCE**

**Report for December 1956  
(Continued)**

### **History**

#### **In Person**

**General Assembly** 1

#### **By Mail**

5 6

### **Family History**

#### **In Person**

**Name Index** 1

**County History** 1

#### **War Service Records**

**Civil War** 19

#### **Census**

##### **State**

1855 2  
1865 1

##### **U. S.**

1840 3  
1850 8  
1860 5  
1880 5

#### **By Mail**

**Genealogy** 44

**ARCHIVES REFERENCE**

**Report for December 1956  
(Continued)**

**Family History (cont'd)**

**By Mail**

**War Service Records**

**War of 1812  
Mexican War  
Civil War**

1	
1	
16	
	<hr/>
	117

**Archival Technique**

**By Mail**

10	
	<hr/>
	10

**Grand Total**

	<hr/>
	365

# ARCHIVES CATALOG

December 1956

## Catalog Cards

General Assembly	<u>Series</u>	<u>Secondary</u>	<u>History</u>	<u>With- drawals</u>
1903	1	2		
1907/08	2	11		
1909	14	37		
1911	<u>121</u>	<u>348</u>	9	<u>107</u>
	138	398	9	107

## Name Index

La Salle County      2,548

## Railroad and Warehouse Commission

Index to Complaint Docket      691  
(Work by Mr. Cassady)

## DEPARTMENTAL VAULT ADMISSIONS

December 1956

Adjutant General's Office	1
Attorney General's Office	3
Auditor of Public Accounts	64
Civil Service Commission	33
Commerce Commission	6
Corporation Department	3
Court of Claims	2
Executive Department	17
Historical Library	1
Insurance Department	4
Department of Public Instruction	1
Department of Public Works and Buildings	1
Department of Registration and Education	26
Securities Department	2
Supreme Court	1
Teachers' Retirement System	21
Treasurer of the State of Illinois	15
Division of Waterways	<u>4</u>
	208

**RESTORATION LABORATORY**

**December 1956**

**1849 General Assembly**

**Senate Bills # 1 - 237**

**179 Documents**

**585 sheets deacidified**

**550 sheets laminated**

**35 sheets not laminated**

**STATE RECORDS CENTER****Report for December 1956**

	<u>Accessions Cubic Feet</u>	<u>Number of References</u>
<b>State Employees'</b>		
Retirement System	22	
<b>Division of Highways</b>		
Bureau of Design	171	
<b>Secretary of State</b>		
Division of Titles	500	10
<b>Auditor of Public Accounts</b>		
Voucher Control	1058	112
<b>Illinois Commerce Commission</b>		
Motor Carriers Files		62
<b>Department of Finance</b>		
Purchases and Supplies		3
<b>Division of Highways</b>		
Safety Responsibility		2
<b>Mines and Minerals</b>		
General Office		3
<b>Division of Highways</b>		
Bureau of Construction	—	<u>6</u>
Totals	1751	198

# **SUBJECT FILES**

**1934 – 1957; 1973**

AMERICAN LIBRARY ASSOCIATION AND AMERICAN HISTORICAL ASSOCIATION  
JOINT COMMITTEE ON MATERIALS FOR RESEARCH--DRAFT REPORT,  
JUNE 1934



# THE JOINT COMMITTEE ON MATERIALS FOR RESEARCH

## Draft Report to the Parent Councils

June, 1934

The Joint Committee on Materials for Research has held eight meetings since its organization in 1930. Since its last annual report, the Joint Committee has held two more meetings, the seventh on June 20th, 1933, and the eighth on February 2nd-3rd, 1934.

As a basis for its future activity, the Joint Committee elaborated in its sixth and seventh meetings a comprehensive program for exploring the whole field of materials for research and for developing the consequences of the exploration. This program was set forth in the last annual report of June 20, 1933. An executive secretary was appointed at the eighth meeting to gather in his hands all threads of Joint Committee activity relating to this program, especially as these touch relations with the public.

Since its last annual report, the Joint Committee has been looking for the strategic points at which to apply effort in carrying out its program. For the sake of clarity the outline of the June 20th report will be followed in discussing Joint Committee activities.

### I. Categories of Research Materials.

At the eighth meeting the executive secretary was instructed to prepare a report, on the basis of the Memorandum on Categories of Materials for Research in the Social Sciences and the Humanities, which would be suitable for circulation among scholars and would stimulate further discussion and analysis of new and unused categories. The correspondence relative to the committee memorandum has been gathered at the Joint Committee office preparatory to the issuance of a report, but inventory projects under the federal relief emergency program absorbed the attention of the Joint Committee to such an extent that the work on the report on categories was held in abeyance.

### II. Projects and New Techniques of Inventory and Collection.

#### A. Inventory and Collection Projects.

##### 1. Library Projects.

In an effort to encourage and to coordinate library inventory projects made with federal relief funds under the Civil Works Administration, a sub-committee on inventory was constituted, with Joseph Mayer as secretary. The sub-committee proposed to libraries throughout the country four types of

library projects that might be carried out under the Civil Works Administration. These were: 1. the listing of duplicates for exchange, 2. the conversion of existing subject bibliographies into regional union lists, 3. the listing of special collections in a given region; and 4. the inventorying of manuscripts in a given region. Four circulars were drawn up by the sub-committee, the first of which set forth the relations of these projects to the Civil Works Administration, with instructions for formulating them and securing official approval, and suggested the conversion of existing subject bibliographies into regional union lists; the second suggested the listing of special collections in a given region; the third suggested the inventorying of manuscripts in a given region similar to the Pennsylvania survey of county archives and of other historical materials; and the fourth discussed the recruitment and selection of personnel. These circulars were sent to state libraries and state-supported historical associations throughout the country.

As a result of this circularization, inquiries were received from about thirty-five libraries for information regarding various kinds of inventory projects. The circulars in some instances definitely suggested projects to various libraries and historical societies, and in other instances assisted them in securing the approval of projects by the Civil Works authorities. Following the circularization the Kansas Historical Society developed a project, which employed workers to classify, label, and list books, to list a collection of more than eight thousand volumes of out-of-state newspapers, to label and catalog pictures, to copy manuscripts, and to arrange a large collection of court and land office records and other materials. The Detroit Public Library submitted a project for a union list of serials. The Georgia State Library outlined a program for union lists of materials in the various libraries of the state. The Chattanooga Public Library carried out projects for binding, cataloging, and inventorying its library resources. The Joseph Schaffner Library of Commerce of Northwestern University became interested in securing C.W.A. help for listing duplicates for exchange. The University of Maryland Library sought approval of projects for the listing of books recently acquired by the library, for an inventory of the main library, for the checking of cross references and the checking of printed bibliographies. The Howard University Library attempted to set up a project for the description and analysis of its collection of books pertaining to negro life. The University of Nebraska Library proposed a union list of newspapers in the libraries and other institutions of the state, the cataloging and classification of the library of the Nebraska Historical Society and the arrangement and checking of the public documents collection of the State Library and the compilation of a check-list of Nebraska state documents. In Cleveland a check-list of standard bibliographies was made for the Cleveland Public Library, the Flora Stone Mather Library, the Adelbert College Library and the Case Library.

Prior to the circularization of the sub-committee, projects had been set up and approved at various libraries. At the Univer-

city of Minnesota Library a project for the compilation of a union list of serials was carried out, as were also similar projects in Nashville, Kansas City, and St. Paul. C.W.A. workers were also used for library projects at the St. Paul Public Library, at the Enoch Pratt Free Library of Baltimore, at the Rhode Island State Library, at the Boston Public Library, at the Wichita Public Library, at the Carnegie Library of Pittsburgh, at the Historical Society of Western Pennsylvania, and at other places. At the Minnesota Historical Society a subject index for the picture collection was made, an index to the society's non-Minnesota newspapers was completed, and faded manuscripts and diaries and letters on temporary deposit were transcribed with C.W.A. help. At the State Historical Society of Missouri an "Historical Subject Index of Missouri Newspapers" and a "Who's Who in Missouri" were likewise made with C.W.A. assistance. At the University of Oklahoma C.W.A. workers were used for arranging the manuscripts collected by Professor Dale.

## 2. Archival Survey Projects.

In order to utilize the appropriations available for emergency federal relief projects for making surveys of archival and other historical materials, the Joint Committee extended the work of the sub-committee on inventory. Largely under the initiative of Professor F. S. Philbrick of the Law School of the University of Pennsylvania, a plan for a nation-wide survey of local archives was prepared. The plan as presented to the Department of Interior provided for both national and state administrative units, and for 2708 field-workers as the operative unit. The state surveys were to be made under the direction of state directors, chosen from among state librarians, historians, archivists, adjutant-generals and other qualified individuals, who could give the enterprise that scholarly direction needed to achieve the scientific results by which it could be justified. The objectives of the national survey were the following: 1. to make known to public officials and to students the contents of local archives, 2. to improve the archival practices of local governmental units, 3. to afford reliable information for a more careful selection and preservation of local archives and for an estimate of future archive building needs. The results of the inventory were to be filed in local offices and libraries, in the state libraries, in the Library of Congress, and in the new National Archives Building.

The plan for a nation-wide archives survey was defeated as a result of an amendment, which disallowed all federal projects, to the bill providing for appropriations for relief purposes. As a result of the circularization, carried on by Joseph Mayer preliminary to the approval of the project, approximately three hundred letters and telegrams were sent to the sub-committee on inventory concerning archival surveys. In order to encourage interested individuals seen to prepare plans for submittal to the local or state Civil Works administrators, personal correspondence was carried on by F. S. Philbrick for New England, by A. E. Newsome for the South and Southwest, by T. R. Schellenberg for the Middle-West and by

Lieut.-Col. J. M. Scammell for the West, the latter being particularly active in enlisting the cooperation of the state adjutant-generals. While projects were presented to the Civil Works authorities in several states, reports indicate that in Wyoming and Alabama alone a survey was actually carried out, while progress is being made as regards military records in Arizona, Colorado, Utah, North Dakota and Oklahoma. In Alabama the project provided for the inventory of state and county archives, while previous projects under the R. F. C. provided for the compilation of data relative to historic spots in Alabama, for the transcribing of wills and marriage records in various Alabama counties and for the survey of all public and private cemeteries. Later approval was secured for a project entitled "Alabama Historical Survey and Inventory of Records," which provided for the completion of the various historical activities conducted under the R.F.C. and the C.W.A.

Prior to the circularization of the sub-committee on inventory, vast projects had been launched in Pennsylvania, supervised by the state library and state archivist, which aimed to inventory state, county, and municipal archives, newspapers, manuscripts in public depositories and in private hands and other records. Similarly a "Texas Historical Survey" was made through C.W.A. assistance under the direction of Professor J. Evette Haley of the University of Texas, which involved the cataloging of scattered materials in some fifteen regional centers, the preparation of a union list of newspaper files in Texas libraries, the indexing of Texas news items in given newspapers files, the transcription of approximately fifteen thousand pages of manuscript material, the compilation of a cumulative index to Texas biography including nearly fifty thousand items, and the translation of a thousand pages of the Bezar archives of 1803. Similarly in Minnesota a considerable number of C.W.A. workers began a survey of the county and state archives, but their work was halted after only three weeks.

As a means of facilitating inventory work the executive secretary proposes to

a. Maintain contacts with the Department of Interior to learn of opportunities that may arise under the federal relief program for carrying out inventory projects. Definite plans might be presented for inventory projects which would fit into the federal relief program.

b. Inform historical societies and libraries of new developments in the federal relief program. Since all the correspondence relating to library and archival projects has been accumulated at the Joint Committee office, the committee might well serve as a clearing-house of information.

c. Develop plans for inventory projects to be carried out with federal relief appropriations or with appropriations from other sources. Literature descriptive of various projects already carried out, like those of Illinois, Pennsylvania, Virginia,

3.

Texas, and Alabama, might be circulated as suggestive of what might be done.

c. Agitate for legislation to facilitate the saving of records from destruction through better care and supervision, through the use of durable materials (paper, ink), through provision for fireproof filing facilities, etc.

## B. Study of Techniques of Inventory and Collection.

### 1. The Technique of Collecting, Selecting and Preserving Ephemera.

The project for the preparation of a handbook on the technique of collecting, selecting, and organizing ephemera was submitted by A. F. Kuhlman and approved by the Joint Committee, which has delegated H. M. Lydenberg to assume responsibility for supervising the former's work. The manual is in process of preparation.

### 2. The Technique of Dealing with Contemporary Business Records.

In order to distribute the labor of preserving, selecting, and depositing business records between scholars and business men, the Joint Committee has attempted, as an initial step, to interest business men in the records of the pre-N.R.A. code era. The Committee urged that these records, which might be of value for the correct appraisal of the effects of the codes, be sampled, thus raising the question of applying archival principles to business records. The objective of the Committee is to induce business men to support the archival efforts necessary to preserve the research value of their records.

As a means of bringing the question of preserving certain records of the pre-code era to the attention of various business firms, the Joint Committee cooperated with the American Management Association of New York City in studying the matter. A committee was appointed, with John G. Goetz, Managing Director of the American Management Association, as chairman, with Professor Charles W. Lytle, as secretary, and with Professor Robert P. Brecht, Secretary of the National Office Management Association, as member. Professor Brecht drew up a report, stating the proposed steps to be taken by the committee and scheduling the types of material to be selected for preservation.

The members of the Joint Committee thereafter approached a limited number of industries in regard to the preservation of business records. Professor N. S. B. Gras succeeded in inducing the Dennison Manufacturing Company to preserve its records, while the chairman and the executive secretary secured the cooperation of Halle Brothers Company of Cleveland, a retail merchandising firm, in preparing a sample and in describing what records might be particularly valuable to future students in an article in the Bulletin

of the National Retail Dry Goods Association for June, 1934. The President of Halle Brothers Company, moreover, agreed to write to the director of the National Retail Dry Goods Association, asking him to appoint a committee to look into the matter of business records preservation. Likewise the chairman and the executive secretary of the Joint Committee interested Ralph M. Snell, Vice-President of the Hurlburt Paper Company, in consulting various of his friends in the various branches of the industry about the preservation of records. Likewise, C. E. Case of the Eastman Kodak Company secured a report about the records of his firm.

As a means of continuing the work of the Joint Committee in regard to business records, the executive secretary proposes to

a. Arrange for discussions of the subject before Chambers of Commerce and before business and professional associations, inducing the latter, if possible, to take up the matter with their constituent firms.

b. Enlist the cooperation of individual business men in the enterprise.

c. Prepare (or have others prepare) articles for trade journals, newspapers, etc.

d. Distribute circulars, reprints from the article in the Bulletin of the National Retail Dry Goods Association, etc.

### 3. The Technique of Dealing with Old Business Records.

In order to ascertain what method might be followed in collecting and preserving business history documents, the chairman and the executive secretary have brought the question before the Cleveland Public Library. The executive secretary wishes to explore the possibility of developing a program, less extended in scope though similar to that carried out under the Baker Foundation at Harvard University, which would aim to collect and preserve old business records in Cleveland. Arrangements have been made for a discussion of the program with the members of the staff of the Cleveland Public Library, the head of the Economics Department of Western Reserve University, the financial and industrial editors of the Cleveland newspapers, and others.

### 4. The Technique of Dealing with News Agency Reports.

H. M. Lydenberg and the executive secretary approached the Associated Press about preserving copies of its main trunk reports and state reports, which might be of considerable value for a study of domestic and foreign politics. The Associated Press keeps for two years its typed and manifolded records of incoming reports and also of outgoing reports sent over the wires to its correspondents. These records were found to be so bulky that their preservation in the present form was considered impossible. It

will therefore be necessary to study what principle of selection or what method of preservation should be applied. A sample of a day's foreign cable dispatches was therefore sent by the Committee to the Eastman Kodak Company, in order to ascertain the cost of transferring the content to a recordak film. At the next meeting of the Joint Committee a policy regarding news agency reports will be formulated.

#### 5. Methods of Instruction and Propaganda in the Matter of Collecting and Preserving.

With the employment of untrained workers for inventory projects under the federal relief program, it has become increasingly evident that amateur scholarship should be more fully utilized in the collecting and storing of materials for research. In line with the general tendency in this country towards a decentralization of artistic and literary activity, a greater effort should be made to awaken a consciousness in the general public of its cultural heritage and its historic background. It would therefore be desirable to prepare or have prepared a manual on methods and suggestions designed as a guide to local historical investigation for amateurs.

#### 6. The Possibility of New Techniques of Inventory and Collection.

##### a. Inter-Library Coordination in Acquisition.

In order to increase the yield of present resources, it will be necessary to define the present acquisition policies as an antecedent to the apportionment of responsibilities among libraries, museums, historical societies, etc., and as a means of avoiding unnecessary duplication in acquisition.

##### b. Inter-Library Activities, Bibliographical and Administrative.

In order to increase the usefulness of the present holdings to scholars, it will be necessary to make union lists, lists of special collections, inventories of manuscript materials, and to expand current bibliographical information to include deposits of unpublished material along with publications. The Joint Committee is desirous of studying and preparing or sponsoring concrete projects in inter-library cooperation.

### III. Reproduction and Distribution.

#### A. The Establishment of a Publishing Service.

A Publishing Service is being established by the Joint Committee, which proposes to reproduce research materials 1. by determining the cost of reproducing a given item by various techniques and thus fixing a sliding scale of unit-costs for editions of varying sizes, 2. by determining the market for a given manuscript by advance circularization, and 3. by distributing the cost of reproduction among subscribers on a pro rata basis. The Publishing Service likewise

may act in an advisory capacity on methods of reproducing research materials.

## 1. Writings on American History.

At the fifth meeting of the Joint Committee an application was considered, which had been made by the American Historical Association to the parent Councils, asking for assistance in continuing the compilation of the annual bibliography known as Writings on American History. The Joint Committee recommended that assistance be provided. When this recommendation could not be carried out, the Joint Committee offered to study the possibility of issuing the Writings through the Publishing Service by the method outlined above. The Committee found that the number of copies printed during 1931 by the Government Printing Office was 2,617 of which 470 were sent to the Depository Libraries by the Government and about 300 were distributed among libraries by the American Historical Association. From estimates secured from various printing establishments, with which the Publishing Service has established contact, it is evident that the Writings might have been offered at the following unit-costs, which include a 50c per copy charge for handling, etc., had not government appropriations been forthcoming for their publication:

Price per copy	Number of orders	Method of Reproduction
\$2.75	300	Mime-O-Form
\$2.50	400	"
\$2.30	500	"
\$4.50	300	Regular Printing
\$3.75	400	"
\$3.00	500	"
\$2.75	600	"
\$2.50	700	"
\$2.30	800	"
\$2.15	900	"

It is reasonable to assume that sufficient advance orders could have been secured at the price levels indicated to make possible the reproduction of the Writings by the method outlined.

## 2. Bartholomeus de Proprietatibus rerum.

The Publishing Service proposes to issue by the method outlined reproductions of negatives accumulated as a part of the Early Modern English Dictionary. Among these are the Bartholomeus de Proprietatibus rerum, 1495 edition, and Batmann upon Bartholomeus his booke de Proprietatibus rerum, 1560 edition. An estimate of the cost of reproduction by the photo-offset method has been prepared by Edwards Brothers of Ann Arbor, Michigan, and descriptive literature will be available for distribution at the meeting of the American



Library Association in Montreal, June 25th-30th.

### 3. References from the S.S.R.C. to the Publishing Service.

In view of the fact that the permissive provision under which the Committee on Grants-in-Aid had made grants to assist scholars in publication was suspended at the last meeting of the Social Science Research Council, applications for such grants might be referred to the Publishing Service, which might secure the publication of the material in question by the method outlined or act in an advisory capacity as to the best method of reproduction.

### 4. Annual List of Doctoral Dissertations.

The executive secretary of the Association of Research Libraries inquired of the Publishing Service as to the best method of publishing an annual list of doctoral dissertations. The Service attempted to secure estimates of the cost of reproducing the annual list by the photo-offset method and by the Mimeo-form process, submitting this information for the benefit of the Advisory Committee of the Association.

The future organization of the Publishing Service, particularly its relationship to the constituent societies of the parent councils, is deserving of further study. It will be necessary to develop contacts with these various societies in order to secure from them scientific appraisals of the material submitted for publication. This appraisal might take the form of a pre-publication book-review, with a compensation to the reviewer similar to that now being made for book-reviews.

### B. Film Copying.

Just as the use of film copy brings with it many new possibilities in the reproduction of research materials, so it involves new problems of library cooperation, library filing systems and storage, copyright laws, etc., which must continue to be subjects of study. Through the issuance of a series of circulars and through exhibits before the American Historical Association and the American Library Association the Joint Committee proposes to acquaint scholars with the use of filmlike technique and its application to research.

#### 1. The Establishment of a Copying Service at the Library of Congress.

In order to facilitate research by mobilizing the materials needed for it, the chairman of the committee developed plans for establishing a copying service at the Library of Congress for supplying reproductions of rare and out-of-print items, manuscript records, card bibliographies, books, newspapers, etc., at a cost considerably below present levels. The chairman has discussed with a representative of the Eastman Kodak Company the possibility of installing at the congressional library a very low cost copying apparatus through the

adaptation of the Recordak system. It will be necessary, however, to ascertain whether a sufficient demand for such a service exists to warrant the development of a Recordak machine suitable for copying books. This may be done through notices in the Library Journal and through questionnaires sent to the larger libraries. Moreover, the possibility of reproducing highly specialized papers in full on film slide, the contents of which would be summarized in learned journals, should be studied. Manuscript copies of such papers and of doctoral dissertations might be filed with the Library of Congress and reproduced on film slide on demand. The Joint Committee is arranging for a discussion of the matter at the meetings of the American Library Association at Montreal on June 25th-30th.

## 2. The Establishment of a Copying Service in New York City.

The chairman of the Joint Committee has arranged with Mr. Cecil Pearson, 325 Central Avenue, Leonia, New Jersey, to establish a film copying service for the libraries of New York City.

## C. Technical Studies of Scientific and Technological Innovations.

The chairman of the committee has made a study of various printing, duplicating, illustrating, and photographic techniques, as well as a study of paper permanence. The results of his work will be published in a manual on Methods of Reproducing Research Materials, the scope of which is reflected in the attached key to the files of the Joint Committee.

The Joint Committee has arranged through E. M. Lydenberg to have Charles Scribner's Sons, Publishers, New York City, issue a trial volume of the Dictionary of National Biography on purified wood pulp paper to be placed on the shelves of various libraries throughout the country in order to test the permanency and durability of the paper.

## D. Exhibits of Apparatus for Reproducing Research Materials.

In order to familiarize scholars with the new developments in methods of reproducing research materials, the Joint Committee has arranged for an exhibit of apparatus used for such reproduction before the American Historical Association in December, 1934, and the American Library Association in June, 1935. The proposed exhibit before the American Historical Association is planned to cover three different aspects of reproduction: a. reproduction for purposes of publication, b. reproduction for the collection and preservation of materials in repositories so that it may be conveniently available to scholars, and c. reproduction as a substitute for note-taking by the individual scholar or as a means of enabling him to gather the materials for his studies at a minimum of time and expense.

In general, the means of action suggested in this report are intended rather to illustrate what has been done and what might be done in carrying out the program set forth in the last annual report of June 20, 1933 than to constitute a schedule of work. Moreover, the suggestions are merely illustrative rather than exhaustive.

## FILE KEY

### I. GENERAL CORRESPONDENCE

Alphabetical order

#### AGENDA AND MINUTES

First Meeting, Feb. 17-18, 1930  
Second Meeting, Sept. 12-13, 1930  
Third Meeting, Dec. 5, 1931  
Interim Meeting, Dec. 29, 1930  
Fourth Meeting, March 11-12, 1932 (Minutes)  
Fourth Meeting, March 11-12, 1932 (Agenda)  
Conference on Publication Service, Nov. 5, 1932  
Fifth Meeting, Jan. 14-15, 1933 (Minutes)  
Fifth Meeting, Jan. 14-15, 1933 (Agenda)  
Interim Meeting, May 24, 1933 (Agenda, Documents, and Notes)  
Sixth Meeting, April 15, 1933 (Agenda)  
Sixth Meeting, April 15, 1933 (Minutes)  
Seventh Meeting, June 21, 1933 (Minutes)  
Seventh Meeting, June 21, 1933 (Agenda)  
Eighth Meeting, Feb. 2-3, 1934 (Minutes)  
Eighth Meeting, Feb. 2-3, 1934 (Agenda)

#### INTERNAL COMMITTEE CIRCULARS

On American Legal History Society Project,  
April 7, 1932  
On Accomplishment of Joint Committee Objectives,  
Dec., 1932  
On International Intellectual Cooperation,  
March 4, 1933  
On Categories of Materials, April 26, May 3,  
1933

## 11. ORGANIZATION

### Appointment of Executive Secretary

#### Budget

General  
Local Expenditures  
Travel Expenditures  
Miss McArthur's salary  
Mrs. Throop's salary

#### Publicity

American Historical Association Exhibit  
(Washington)  
American Library Association Exhibit  
(Montreal)  
Circular on Exhibit of Apparatus for Re-  
producing Research Materials (May, 1934)  
Circular on Preservation of Business Records  
(May, 1934)  
Discussions of J.C. Activity  
News reports relating to J.C. Activity  
Publicity Circular No. 1 (Dec. 1930)  
Publicity Circular No. 2 (Jan. 1932)

#### Relations to Allied Societies

American Council of Learned Society Minutes  
and Reports  
American Library Association (Attendance at  
New Orleans meeting)  
Annual Conference of Secretaries of Con-  
stituent Societies  
Carnegie Endowment Studies of Peace Conference  
Carnegie Endowment Studies of Canadian-American  
Relations  
Committee on Far Eastern Studies  
Committee on Scientific Publication Reports  
International Intellectual Cooperation (Cor-  
respondence)  
International Intellectual Cooperation (Reports  
and minutes)  
Selection of Beer Prize  
Southern Regional Committee Minutes  
Western Reserve Studies

Relations to Parent Councils

Policy regarding Committee Membership  
Policy regarding J.C. Minutes  
Policy regarding Publication

CATEGORIES OF RESEARCH MATERIALS

Circulars, Memoranda, etc.  
Correspondence

INVENTORY OF RESEARCH MATERIALS

Calendar of American Home Missionary Society  
Papers  
Daugens Project for the Study of Scandinavian  
Languages among the Swedes  
Minutes  
Inventory of Film Copies of Manuscripts  
Subject Index to the Publications of the  
Societies  
Writings on American History

J. M. A. Library Projects

General Correspondence  
Hacker Appointment for New York Projects  
Mayer Correspondence (General)  
Mayer Correspondence (with Librarian)  
Memoranda, Circulars, etc.

National Archives Survey Project

Conference on National Archives Survey,  
Jan. 25, 1934  
General Correspondence  
Mayer Correspondence  
Circular letters, memoranda, etc.

Alphabetically by states

Union Catalogs and Lists

Check-list of Standard Bibliographies in  
Cleveland  
Union Catalog of the Philadelphia Libraries  
Union Catalog of Upper New York Libraries  
Union List of Great Lakes Region Libraries  
Union List of Medical Materials in Milwaukee  
Region  
Union List of Newspaper Files



11-2-1000

REPRODUCTION OF RESEARCH MATERIALS

Card Bibliographies  
Copyright  
Facsimile Text Society

Publishing Service

American Legal History Society Publication  
Bartholomaeus  
Circulars and Minutes of Discussions Re-  
garding Publishing Service  
Edward Brothers Correspondence Regarding  
Publishing Service  
General Correspondence Regarding Publishing  
Service  
Kerner's Bibliography  
List of Economic Dissertations  
Printer's Correspondence  
Master-Copy of Prospectus on Publishing  
Service  
References from E.B. to Publishing  
Service  
South Carolina Gazette  
Writings on American History

Photographic Techniques

Film Copying

Benedikson  
Cameras and Lenses (Advertising Literature)  
Copies of "Film Copies and Their Use"  
Copies of Leica Photography  
Correspondence (General)  
Correspondence (Cameras and Equipment)  
Correspondence (Regarding Reflex Cameras)  
Correspondence (Regarding Ludwig Camera)  
Correspondence (Regarding E. Leitz, Inc.)  
Film Collections of Manuscripts  
Film Copy Records  
French Film Service  
Library of Congress Copying Service  
Meeting of Film Users  
NBA Code for Photographic and Photo-  
Finishing Industry and Photographic  
Manufacturing Industry  
Pearson's Copying Service (New York)  
Photography & Photographic Processes  
(Reading Notes)  
Storage and Durability

Supplies - Developing Solution  
Supplies - Enlargers  
Supplies - Equipment  
Supplies - Film  
Supplies - Paper

#### Reading Devices

Brusch & Lomb Projectors  
Fiskoscope  
Peters' Optical Methods  
Various Other Projectors

#### Reflection Copying

Correspondence, etc.

#### Photocasting

Correspondence and Advertising Literature

#### Typewriting Techniques

Notes for Office Equipment Manufacturing  
Industry

#### Typewriting

Typewriters-Electromechanical  
Typewriters-Vanitytype  
Typewriter General  
Typewriters-Englebert Carbon Paper  
Ribbons  
Typists - Salaries and Wages  
Typists - Standards for  
Typewrist Book  
Vogel Type Aligning Paper

#### Blueprinting

#### Micrographing

Hectograph Carbon Paper (Sample Runs)  
Hectograph Ink Permanence  
Hectographing Devices and Supplies -  
General  
Hectographed Publications  
Ornig Liquid Process Duplicator  
Speedograph  
Standard Gelatin and New (Liquid) Process  
Duplicators  
Vivid Duplicator



## Mimeographing

- Combination of Mimeograph & Offset Press
- Demonstrations
- Mimeographed Publications
- Mimeographs
- Mimeograph Supplies: Paper, Ink, Stencils
- Mimeoscope
- Multistamp and Stencilpress

## Printing Techniques

### Multiplying

- Multiplying (General)
- Multiplying (Line-o-Form)

### Offset Printing

#### Bibliography

- Books and Periodicals Published by Offset
- Workshop Reproducing Presses
- German Offset Printing
- Label Costs
- Large Offset Presses: Equipment for
- Large Offset Presses: General
- Large Offset Presses: Harris Press
- Offset Master-Copy
- Offset Printers: Copilyst Corporation
- Offset Printers: Edwards Brothers
- Offset Printers: National Process Company
- Offset Printers: Spaulding Company
- Offset Printing: Polv. Unit Company
- Offset Printing: Questionnaires on Equipment and Costs
- Offset Printers: Sackett & Wilhelm's Corporation
- Offset Printers: Typar, & Typon Company
- Offset Printers: Washington Planograph
- Offset Processes
- Paper and Ink for Offset
- Photography in connection with Offset
- Relation of Page, Paper and Press Sizes--Page Size
- Relation of Page, Paper and Press Sizes--Paper Size
- Relation of Page, Paper and Press Sizes--Press Size
- Research and Education
- Small Offset Presses: Multilith (and Dry-Lith)
- Small Offset Presses: Rotaprint

Regular Printing

Cost Data

Labor Costs: Wage Scales: Graphic Arts  
Code

Presses

Typography

Illustrating techniques

Collotype

General

Photoengraving

Sculptography

Binding

General

Paper

Paper Costs

Dictionary of American Biography

Charles Scribner Sons

General Correspondence

New York Public Library Correspondence

Permanence Standards

Bureau of Standards (Scribner's) Reports

Bureau of Standards Correspondence

Government Printing Office Permanent

Record Paper

Pamphlets and Printed Material

Paper Permanence: General Correspondence  
and Notes

Paper Companies

Brightwater Paper Company

Brown Paper Company

Hill and Collins

Eaton Paper Company

Hammerhill Paper Company

Harper Paper Company

Hurlburt Paper Company

Heath Paper Company

Strathmore Paper Company

Worthy Paper Company

Miscellaneous

VI.

Library Card Copying

Dexigraph

General Correspondence

Sound Reproduction

General Correspondence

Amplion Recording Instruments (Amplion  
Products Corporation)

Dictaphone (Dictaphone Sales Corporation)

Electrical Research Products, Inc. (Disc,  
Film, Magnetized Tape)

Fairchild Recording Instruments (Fairchild  
Aerial Camera Corporation)

Walter O. Garwick

W. Osbell Greet

Miles Hanley

A.R. Morris

Oscillographs

C.E. Parmenter

Phonelescope

RCA Victor Company, Inc.

Speak-O-Phone

Talking Book

Telegraphone

Legibility

General Material

Correspondence

Greene Report

Peterson-Finker Report

MANUAL ON METHODS OF REPRODUCTION

(Criticism, Correspondence, and Drafts of  
Various Chapters)

BUILDING DEDICATION, 1938

**ILLINOIS STATE LIBRARY  
SPRINGFIELD, ILLINOIS**

*The Illinois State Library invites you to attend the Dedication of the Illinois State Archives Building in connection with the Centennial of the State Library and the Annual Conferences of the Society of American Archivists and Illinois Library Association.*

**OCTOBER 24-26      CONFERENCE, SOCIETY OF AMERICAN ARCHIVISTS.  
ABRAHAM LINCOLN HOTEL**

**OCTOBER 26              DEDICATION OF ARCHIVES BUILDING.  
3:30 P. M.**

**OCTOBER 26-28      CONFERENCE, ILLINOIS LIBRARY ASSOCIATION.  
ABRAHAM LINCOLN HOTEL.**

*Edward J. Hughes*

**SECRETARY OF STATE AND  
STATE LIBRARIAN**

*Illinois State Archives Building*

*Program of Dedication*

*October 26, 1938*

*3:30 p. m.*

*Springfield, Illinois*

*"Not without thy wondrous story,  
Illinois, Illinois,  
Can be writ the Nation's glory."*

**FROM STATE SONG  
WORDS BY C. H. CHAMBERLAIN**

*Significance of an Archives Building  
to the People of the State*

**EDWARD J. HUGHES**

**SECRETARY OF STATE AND STATE LIBRARIAN**

*Co-operation between State and  
National Archives*

**DR. ROBERT D. W. CONNORS**

**ARCHIVIST OF THE UNITED STATES**

*What next in Archives*

**A. R. NEWSOME, PRESIDENT**

**SOCIETY OF AMERICAN ARCHIVISTS**

*Tour of the Building  
Informal Reception*



### **Dedication of State Archives Building**

The State Archives Building which houses the Archives Division of the Illinois State Library was dedicated on October 26, 1938 at 3:30 P.M. The Society of American Archivists and the Illinois Library Association held their annual meetings in Springfield in honor of the occasion, bringing delegates from 26 states, Washington, D. C. and Canada.

Four public rooms were named in honor of Secretaries of State whose efforts on behalf of archives culminated in the erection of the new Archives Building. The first floor Museum was named in honor of Nathaniel Pope, first Secretary of Illinois Territory (1809-16), who filed and recorded the first official archives of the Territory. The Public Catalog Room was named in honor of George H. Harlow (1873-81), whose interest in collecting, arranging and indexing the early records of the State were the beginnings of scientific care of the archives of Illinois.

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The first floor Conference Room was named in honor of Louis Lincoln Emerson (1917-29), who created the Archives Division of the Illinois State Library and secured legislation permitting the transfer to the Archives of records from any state department. Mr Emerson attended the dedication.

The Reference Room was named in honor of Edward J. Hughes (1933-), who secured the appropriation for and supervised the construction of the Archives Building.

The chief dedicatory ceremony was held in the first floor Lobby.

Mr. Carl Roden, Librarian of the Chicago Public Library, representing the Illinois Library Association, presided. The Honorable Edward J. Hughes delivered an address on "What the Illinois State Archives Building Means to the State of Illinois." He pointed out that "This building is no mere museum. It is a going business concern- an assistant to the public official as well as the historian and research student." Here for the first time in America has provision been made for the proper care of historical materials in the making, for those semi-current records which because of frequent

use cannot yet be released to the Archives Division by the department of origin, but which because of their great legal and potential historical value are destined for the Archives.

"The history of Illinois as it passed through French and British possession to become first a territory and then a state, is one of moving excitement. Great men have served to make that history, and today we should give thanks to the few who have preserved some of the records of these men. Many records which today we would treasure, have been lost. Those that remain have honored places in this building to remind us of our heritage. The first bill in the handwriting of the young Lincoln; the certificate of purchase for the first lots sold in Chicago; the final ballot which made Springfield the capitol of Illinois; the proclamations which ring with the stirring libertarian Philosophy of John Altgeld--these are only a few of our treasures come into their rightful place."

Dr. Robert D. W. Connor, Archivist of the United States, spoke on the subject "The Necessity for Cooperation between State and National Archives."

He commented on the coincidence that on this very day the British Public Record Office was celebrating the centenary of its birth. "All modern states regard the preservation of their archives as a natural and essential function of government," he said. The National Archives of Spain was created in 1539; the General Register House in Edinburgh, Scotland the first building in Europe constructed specifically for the housing of national archives, was erected in 1772; the Archives Nationales of France established in 1789-90; the British record office in 1838; the Argentina archives in 1821. In this country Alabama and Mississippi took the initiative in creating archival agencies and now 33 states have archival establishments. The movement for the establishment of a national archives of the United Government was inaugurated in 1877, but it was not until 1926 that Congress finally authorized the erection of a national archives building.

"There are numerous reasons why our state and federal archival agencies should work in close cooperation. They must solve common technical and administrative problems. Their objectives are the same and to a large extent they serve the same clientele.

The archives of each complement those of the other. On one hand every state has records that are of immediate interest to the Federal Government while, on the other, the archives of the United States are scarcely less important to the state than to the Federal Government itself."

Dr. A. R. Newsome, Professor of History at the University of North Carolina and President of the Society of American Archivists, spoke on "What Next in Archives?" In view of the tremendous acceleration of the archival movement in the United States undreamed of five years ago, it would be presumptuous, he thought, to attempt to prophesy what the next five years would bring. He spoke of the completion of the National Archives Building, the new archival buildings of Maryland and Illinois completed and others projected, of the inventories of federal, state, county and local archives made by the Federal Archives Survey and the Historical Records Survey of the WPA, the organization of the Society of American Archivists, the first seminar course on archival science given at Columbia this year, and the implications of the application of microphotography to archival work.

For the next few years Dr. Newsome predicted more scientific archival methods and equipment, awakened public interest in the necessity of preservation of public records, better legislation, scientific study of the problem of useless records, and increased use of photography for reducing the bulk of records and the greater use of infra red rays for deciphering illegible documents.

Following these addresses the entire building was thrown open to the public inspection and a reception and tea was given by Mrs Edward J. Hughes.

WHAT THE ILLINOIS STATE ARCHIVES BUILDING MEANS  
TO THE STATE OF ILLINOIS.  
By Edward J. Hughes, Secretary of State and  
State Librarian.

From the standpoint of efficient government Illinois pioneers in placing semi-current papers in safe-keeping.

This building is no mere museum. It is a going business concern - an assistant to the public official as well as the historian and research assistant. Here for the first time has ~~XXXXXX~~ provision been made for the proper care of historical material in the making, for those semi-current records which because of frequent use cannot yet be released to the Archives Division by the department of origin, but, which because of their great legal and potential historical value are destined for the Archives.

The history of Illinois as it passed through French and British possession to become first a territory and then a state is one of moving excitement.

Great men have served to make that history and today we should give thanks to the few who have preserved some of the records of those men. Many records which today we would treasure have been lost.

Those which remain have honored places in this building to remind us of our heritage. The first bill in the handwriting of the young Lincoln; the certificate of purchase for the first lots sold in Chicago; the final ballot which made Springfield the capital of Illinois; the proclamations which ring with the stirring libertarian philosophy of John Altgeld - these are only a few of our treasures come into their rightful places.

Wednesday - Archivists --- For Mr. Forsyth.

It is my privilege --- and I hope Secretary Hughes' pleasure --- to represent him in addressing you today. I like many another citizen might until recently have been as confused on the subject of Archives as was the butler, referred to at one time by Dr. Conner, who thought that an archive was something served on a cracker at a cocktail party.

But, we in Illinois have been lead to a truer knowledge of archives even though we may have had to be prodded into it by the erection of a building. I am proud that there have been among us in Illinois forward looking people who could see the wisdom of dedicating a building to the preservation of our documentary history.

I must not, however, preoccupy myself with the splendors of our new building. First I should like to pay tribute to you, the people who have worked through the years at a job which must at many times have been thankless. We are thoughtless often of all save the immediate. The business man knows the value of his own records. He takes steps to insure the preservation of those records, not only the current ones, but any to which even remote importance may be attached. But he in most instances thinks in such terms only within his own field.

The records of government are the records of a people as they pass through history. To the untutored eye these records may lost practical appeal as they grow old, but the trained eye of the student of research, the legal mind, and



the historian have long perceived the wisdom of preservation. They have striven valiantly toward acquainting public officials and through them the public itself with that wisdom and at long last their efforts now show real fruition.

The preservation of records is not one of sentimental basis. For example among the records in the Archives of the State of Illinois are the census records of 1818. These are records of immense historical value to Illinois. In that year the census records showed a sufficient number of settlers in the territory to warrant the inclusion of Illinois in the Union. Old enrolled laws have been preserved, not for a study of quaint chirography but because some court might conceivably demand a certified copy as evidence.

It is needless for me to point out these things to you who are most responsible for the preservation of government records even though the unthinking might sometimes have looked upon you as dreary workers in a drearier field. But I do wish to point to you that your work has not been in vain. That your efforts extend in an ever-widening circle so that the day may not be far distant when you may come into the place which you have deserved through diligent labor.

Thank you.

THE NECESSITY FOR COOPERATION  
BETWEEN  
NATIONAL AND STATE ARCHIVAL AGENCIES

An address

by

R. D. W. Connor

at the Dedication of the State Archives  
Building of Illinois at Springfield, Ill.,  
October 26, 1938.

I am happy to have the privilege of participating in these exercises as the representative of The National Archives of the United States Government. The erection of this beautiful building as the future home of the archives of a great democratic state is an important step in the development of archival economy in our country.

The date chosen for its dedication gives it additional significance. One hundred years ago today the British Parliament passed the act creating the British Public Record Office, and almost at this very moment, at its magnificent home in Chancery Lane, its officials are celebrating the centenary of its birth. Americans have reason to rejoice with our British cousins upon this significant occasion; as the great repository of the records of our colonial history, the British Public Record Office has long been the Mecca of American scholars and hundreds of us count among our happiest memories of the Mother Country the warm welcome and generous aid extended to us by its officials.

All modern states regard the preservation of their archives as a natural and essential function of government. The National Archives of Spain was created in 1539. In 1772, Scotland began the erection of the General Register House in Edinburgh,

which was "perhaps the first building in Europe constructed specifically for the housing of national archives." The Archives Nationales in Paris traces its origin to an order of the Constituent Assembly of 1789-90. The British Public Record Office, as I have just said, was established in 1838. Among American nations Argentina led the way by establishing a National Archive as early as 1821.

In our own country the states, notably Alabama and Mississippi, took the initiative in creating archival agencies. Today 35 states perform their archival functions through departments of archives, historical commissions, state libraries, or state historical societies. The movement for the establishment of a national archives of the United States Government was inaugurated in 1877, but it was not until 1926, 150 years after the Declaration of Independence, that Congress finally authorized the erection of a national archives building.

There are numerous reasons why our state and federal archival agencies should work in close cooperation. They must solve common technical and administrative problems. Their objectives are the same and to a large extent they serve the same clientele. The archives of each complement those of the other. On the one hand every state has records that are of immediate interest to the Federal Government while, on the other, the archives of the United States are scarcely less important to the states than to the Federal Government itself.

This statement is particularly true of those states which were created out of the national domain and were formerly governed by Congress and the national executive as territories. Between 1787 and 1912 Congress created twenty-eight such territories which, after an average existence of nearly twenty years under the territorial form of government, were admitted to the Union as states. Just as the older states which formerly existed as British, or Spanish, or French, or Dutch colonies must look chiefly for their early records to the national archives of Great Britain, Spain, France, or The Netherlands, so the newer states which formerly existed as territories must look for theirs to the national archives of the United States.

As Professor Carter says in the "Introduction" to his Territorial Papers: "Affairs in the territories were under the direction of the Department of State from the beginning of the national government to the year 1873, at which time their administration was transferred to the Department of the Interior. . . . . Thus the territorial governments were dependent in large degree upon the Department of State during the greater part of the period, and a considerable number of papers relating to them are preserved in the archives of that Department. Many events in the territories, however, have been of such character that materials respecting them are found in the files of other departments in Washington. Papers which form the basis of the history of Indian relations are found in the archives of the Department of War prior to

the creation of the bureau of Indian Affairs in 1849. The extension of the postal service to the frontier is illustrated by materials found in the Post Office files. In the General Land Office is found a large collection of sources relating to the surveying and disposing of the public lands. In the House and Senate files, especially for the early Congresses, are copies of many papers the originals of which have disappeared, as well as bills, committee reports, and similar materials relating to various aspects of territorial affairs." Since Professor Carter wrote this statement, many of the records to which he refers have been transferred to the custody of The National Archives.

However, the interest of these states in the preservation and administration of the national archives did not cease with their admission to the Union, nor is it confined to the newer states. Comparatively little material of primary importance to the states, other than that mentioned, is found in the Federal archives before 1865, since before that date the line of demarcation between the constitutional functions of the Federal Government and those of the states was clearly understood and rather rigidly adhered to by both the Federal Government and the state governments. The results of the Civil War seriously disturbed, if it did not destroy, this balance; and since 1865 the trend has been, on the one hand, for the Federal Government to encroach more and more upon political, social, and economic fields theretofore reserved to the states and, on the other, for the states to look more and more to the Federal

Government for beneficences and guidance in these fields which they formerly insisted upon providing for themselves. Whether this trend is desirable or not is not now the question. It is mentioned merely because it is one of the reasons for the very rapid accumulation of federal archives since 1865, especially those that have to do primarily with matters of state concern and, therefore, increases the interest of the states as such in the problems of the preservation and administration of the national archives.

Permit me to give a few figures that will illustrate the truth of this point. In 1930 President Hoover appointed a committee to make a survey of the archives of the Federal Government for the use of the architect in designing the National Archives Building. This survey was concerned only with the volume of records that made up the archives of the several executive departments and independent establishments within the District of Columbia. The committee's report shows that from 1789 to 1860, inclusive, the Federal Government had accumulated 108,701 cubic feet of records; that from 1861 to 1916, inclusive, the accumulation was 923,255 cubic feet - a total of 1,103,956 cubic feet of records for the years 1789 to 1917; but that from 1917 to 1930, inclusive, the accumulation was 2,641,678 cubic feet. In other words, during the thirteen years from 1917 to 1930 the volume of records created by the government was more than twice the volume created for the whole preceding period of 127 years!

Have these figures any significance? I think they have. Perhaps in no other way have the expansion of the functions and the

corresponding increase in the activities of the Federal Government during certain periods of our history been more graphically illustrated than by these figures. Before 1860, due to the prevailing theory of the nature of our federal system and the jealousy with which the individual states guarded their own fields of activity against encroachments, the activities of the Federal Government were considerably restricted, and this restriction is reflected in the fact that throughout the period 1789 to 1860 the accumulation of archives in the executive departments averaged only 1,600 cubic feet a year. The outcome of the Civil War marked the beginning of a new epoch in our history, produced significant changes in the character of the federal system, and greatly expanded the fields of the Federal Government's activities. These results partially account for the rapid rise in the average annual increase in the records of the Federal Government from an average of 1,600 cubic feet before 1860 to an average of more than 17,000 cubic feet between 1860 and 1917. Then came the World War and its aftermath, when the Federal Government was compelled by circumstances to assume jurisdiction over an ever increasing number of functions hitherto reserved to the states. The effect on the government's records was a jump in the average annual accumulation during the period from 1917 to 1930 from 17,000 cubic feet to more than 200,000 cubic feet. The committee of 1930 estimated the total volume of federal archives in the District of Columbia at 3,673,634 cubic feet; a survey subsequently conducted by The National Archives reveals that the volume now in the District is in excess of 5,000,000 cubic feet, with a volume of equal



proportions in depositories scattered throughout the 48 states.

A similar survey of state archives is being conducted by the Historical Records Survey under the able direction of Dr. Luther H. Evans. I feel confident that the reports of this survey will confirm my statement of the interest of the Federal Government in the archives of the states and emphasize the necessity of cooperation between Federal and state archival agencies. How this cooperation is to be effectuated must be worked out as a result of experience.

Speech at Dedication of State Archives Building at Springfield, Illinois, October 26, 1938, by Dr. A. R. Newsome, Head of History Department, University of North Carolina and President of The Society of American Archivists.

### WHAT NEXT IN ARCHIVES?

The National Archives, the Society of American Archivists, The American Archivist, new state archival buildings or quarters in one-fifth of the states, the first university curriculum for the systematic training of archivists, millions of public revenue and thousands of workers for improved archival care and the conduct and publication of archival surveys, a quickened public appreciation of the value and importance of public archives! If in 1933 a soothsayer had prophesied this five-year record of archival achievement in the United States, he would have been considered visionary or mad. In face of this record, he who accepts the assigned role of predicting "What Next in Archives" may spread the wings of his imagination and still soar short of future realities. A more enlightened public, archival profession, and

world of scholarship will not permit archival advance to slow down to its old tempo.

Enhanced public appreciation and confidence will bring increased state support of archival work in the form of salutary legislation and money for maintenance and equipment. Well-administered agencies will find state legislatures more disposed to study archival needs, enact better public records laws, and make appropriations. Many state agencies will be furnished with new buildings or quarters. There will doubtless be a decrease in federal support outside the realm of federal and federal-state archives, though it is not inconceivable that, in the process of nationalization, state and local archives may eventually acquire a national interest and some degree of federal aid and regulation.

The archival profession will extend the scope and improve the quality of its service in the years ahead. It will devise and adopt improvements in collection, preservation, classification and administration. It will make greater use of

infra-red and ultra-violet light, micro-filming, motion picture and sound recordings, and publication. Especially important developments are promised in reduction of the mass of public archives, systematic training of archivists, and improved service to public officials.

The staggering problem of mass demands the establishment of procedures which will safely permit selective reduction to replace indiscriminate preservation as the practice of archivists. Useless archives will be destroyed. Micro-filming has arresting possibilities in relation to reduction. Inexpensive, compact and permanent, it may permit the destruction of bulky, relatively unimportant categories of archives or even of entire series of important archives such as tax records except the originals of certain sample years. It may even replace voluminous, troublesome and impermanent carbon copies for office files.

Adequate laboratory and university facilities for the systematic training of students in archival science, history, political science, law and

related fields will provide trained recruits for the profession and bring about marked improvements in archival standards and efficiency.

Indicative of the improved service which archivists should and will give to public officials is the provision in the Illinois State Archives Building of storage space for departmental semi-current files.

Efficient administration and extensive surveys and guides will cause increasing numbers of scholarly investigators in every branch of the social sciences to make use of the public archives which are the largest and richest storehouse of information about man's social, economic, political, constitutional and institutional development.

"What Next in Archives?" Perhaps the most significant trends will be enlarged public support in the form of appropriations and legislation; improved archival administration with particular emphasis on selective reduction, trained archivists, and service to administrators;

and more extensive use of archives by scholars.

The Illinois State Archives Building, in whose dedication we are honored to participate, ample in extent, beautiful in design, scientific in plan, modern in equipment—is a deserved recognition of the splendid record of Illinois' archival achievement, an evidence of public spirit and intelligence, and an indication of "What Next in Archives" for many states which will look to Illinois for stimulus and leadership.

~~Monday.~~

Staff Stations

1. Rogers--Reference Room.
2. Norton--Archivist's Suite.
3. Wetherby--3d level Vault.
4. Nelson--Reference.
5. McFadden--3d level Vault.
6. Hanson--Photography.
7. Macpherson--1st. Floor.
8. MacDonald--Basement.
9. Dill--Archivist's Special Vault.
10. LeVine--Trouble Shooter.
11. Grimmitt--Freight Elevator.
12. Manly--Passenger Elevator.
13. Rhodes--Staff Elevator.
14. Burke--
15. Richard--12th level Vault.
16. Sarah--Pent House.
17. Schein--3d level.
18. Hibbs--

On Wednesday

Assign 1 NyA Girl to  
Women's Staff Room  
1 NyA Boy to Men's  
Staff Room.

Staff Stations.

1. Reference Room, including  
Conference, Public Catalog  
Reference Library, Museum  
Rogers--Norton.
2. 3d level Archives Vault.  
McFadden-Wetherby-Schein.
3. 1st. Floor Catalog-Classi-  
fication Room.  
Macpherson.
4. Historical Records Survey.  
Blood.
5. Receiving Room  
Burke.
6. Photography Suite  
Hanson.
7. 2d Floor Archivist's Suite  
Norton--Dill.
8. Pent House  
Sarah.
9. 12th level Vault  
Richard.
10. Freight Elevator  
Grimmett.
11. Passenger Elevator  
Manly.
12. Staff Elevator  
Rhodes.

ARCHIVES BUILDING TOURS  
MONDAY ROUTES

Route 1

1. 3d Floor Repair Room
2. Staff Elevator and Stairs to
3. Historical Records Survey
4. Staff Elevator and Stairs to
5. 1st Floor Cataloging-  
Classification Room
6. 3d Level Archives Vault
7. Reference Room  
Conference Room  
Public Catalog Room  
Reference Library
8. Museum
9. 1st Floor Lobby
10. Main Stairs to Basement
11. Receiving Room
12. Photography Room  
Photostat Room  
Mending Project
13. Main Passenger Elevator to 12
14. Departmental Vault 12 W
15. Pent House  
Film Vault  
Roof
16. Passenger Elevator to ~~1st~~ 2d  
Floor Lobby

17 2d int

Route 2

1. 3d Floor Repair Room
2. Staff Elevator and Stairs
3. Historical Records Survey
4. Freight Elevator to  
Basement
5. Receiving Room
6. Photography Room  
Photostat Room  
Mending Project
7. Back to Receiving Room to
8. Freight Elevator to 12
9. Departmental Vault 12 W
- 10; Pent House  
Film Vault  
Roof
11. Passenger Elevator to 2
12. 2d Floor Lobby  
Secretary  
Archivist's Office  
Special Vault  
Conference Room
13. Back Stairs to 1st Floor  
Conference Room
14. Reference Room  
Reference Library  
Museum  
Public Catalog
15. 3d Level Archives Vault
16. 1st Floor Cataloging-  
Classification Room
17. 1st Floor Lobby



Wednesday Route.

1. 1st. Floor Lobby.
2. Museum.
3. Reference Room  
Reference Library  
Public Catalog Room.
4. Conference Room.
5. Conference Room Stairs.
6. Archivist's Suite.
7. Passenger Elevator to 12.
8. Department Vault 12 W.
9. Pent House  
Film Vault  
Roof.
10. Freight Elevator to Basement.
11. Receiving Room.
12. Mending Project.
13. Photostat.
14. Photography.
15. Staff Elevator and Stairs  
to 3d Floor Repair Room.
16. To Historical Records Survey.
17. Special Vault.
18. 1st. Floor Classification-  
Cataloging Room.

## Archives Vaults

12 levels connecte by its own passenger elevator and Stairs. Fire doors on Stair landings.

Only two direct entrances: one from 1st Floor Cataloging-Classification Room, one from Reference Room.

Freight Elevator serves both Archives and Departmental Vaults

Entrance from freight elevator via vestibule on each level.

Automatic Fire Drop Door at each entrance. No openings between floors to permit spread of fire. Ventilating shafts run outside vaults with automatic fire cut-offs where the ducts enter the vault. Automatic fire alarm system, working on principle of expansion of air in case of sudden rise of temperature, making an electrical contact. Alarm rings in building, fire department and State Power Plant.

Adaption of standard stock construction. Art Metal the contractors.

Pan floor construction: That is, the concrete floor is poured into a reinforced steel pan which forms the ceiling of the level below.

Ceiling Lights 8 feet center to center.

Width of bays 9 feet. Permits substitution of shelving:

1 double faced range of 12 inch shelves and two single faced ranges. Shelves hooked into column uprights in single faced range. Channels for change of lighting fixtures already in. Aisle space correct for either shelving on files.

Equipment. Art Metal. Not standard equipment but made to our specifications.

## Files

30 inch deep drawers. Drawers pull out beyond face of case.

Duct lip in each drawer and dust shelf between each drawer.

Toe space to prevent discoloration of case in cleaning.

## STATE LIBRARY

### Exhibit.

- 1820/21 HJR Committee on finance to inquire into expediency of providing by law for the purchase of a library and maps for the use of the General Assembly.
- HB 84 An act authorizing the purchase of a state library. (Not passed)
- Sb 28 An act to incorporate the Belleville Debating and Ap. Library Society.
- 1822/23 HJR Governor requested to request L.C. to replace vol. lost in fire.
- Jan. 26, 1823 fire
- 1832/33 SJR Secretary of state to attempt to build up file of all laws of all states, etc.
- R Secretary of state's report on no. of vol. & cost of binding
- 1822/23 An act to incorporate such persons as may associate for the purpose of procuring and creating public libraries in this state. Ap. Jan. 31, 1823
- 1838/39 SB 76 An act making appropriations for a library for the AP use of the Legislature and Supreme Court.
- Judges of Supreme Court. Reply to question of Senate as to value of a library.
- 1840/41 SB39 Miscellaneous re attempt to block expenditure An act to repeal an act entitled An act making an appropriation for a library for the use of the legislature and the supreme court.
- 1842/43 SB 2 An act concerning the State Library Ap
- 1846/47 HB 119 An act to amend an act in relation to the state Ap library.
- 1855 An act to authorize the purchase of law books for the libraries of the supreme court.  
Cf. 1849 p. 98
- 1865 An act in relation to the state library
- 1867 An act to furnish the state library
- 1909 Library Extension Commission created: An act to amend an act entitled An act to revise the law in relation to the state library, approved Feb. 25, 1874, in force July 1, 1874, by adding 3 new sections to be known as sections 10, 11 and 12
- 1911 Legislative Reference Bureau created
- 1899? Illinois State Historical Library
- 1921 Consolidation of state library  
1925 *Amendment re archives*
- 1935 Library Relief Fund
- 1935 Archives Building Appropriation

## INVITATIONS TO DEDICATION

### Historical Library Board:

Mr. Irving Dilliard  
Collinsville, Illinois

Mr. Oliver R. Barrett  
122 So. Michigan Ave.  
Chicago, Ill.

Mr. Lloyd Lewis  
Daily News  
Chicago, Ill.

Mr. O.M. Karraker  
839 S. Glenwood  
Springfield, Illinois

Mr. Joseph Booton  
Burnham Associates and Hammond  
Burnham Building  
160 North La Salle St.  
Chicago, Ill.

Mr. C. Herrick Hammond  
Burnham Associates and Hammond  
Burnham Building  
160 North La Salle St.  
Chicago, Ill.

Mr. Kenneth Blood, Supervisor HRS  
Archives Building  
Springfield, Ill.

Mr. Roscoe R. Clark  
Art Metal Construction Co.  
Jamestown, N.Y.

Mrs. Homer Lombard  
343 Fairmount Ave.  
Jamestown, N.Y.

Mr. Homer Lombard  
Art Metal Construction Co.  
Jamestown, N.Y.

Mr. Alston G. Field  
Marshall Field Apartments  
403 Black Hawk St.  
Chicago, Ill.

Miss Margaret K. Gilbert  
North Carolina Library Commission  
Raleigh, N.C.

Hon. James Graham  
413 S. Seventh St.  
Springfield, Ill.

The Rt. Rev. James Griffin  
Bishop of the Diocese of  
Springfield  
424 E. Lawrence Ave.  
Springfield, Ill.

The Rt. Rev. John C. White  
821 South Second St.  
Springfield, Ill.

The Rev. Edward J. Haughton  
815 South Second St.  
Springfield, Ill.

Mother M. Magdelene  
St. John's Hospital  
Springfield, Ill.

Mr. Henry Fleeman  
1731 South First St.  
Springfield, Ill.

Mr. and Mrs. A.C. Millsbaugh  
117 West South Grand Ave.  
Springfield, Ill.

Dr. and Mrs. H.T. Morrison  
401 S. Seventh St.  
Prince Sanitarium  
Springfield, Ill.

Miss Kate F. O'Connor  
Supt. Women's and Children's  
Employment  
Ill. State Dept. of Labor  
205 W. Wacker Drive  
Chicago, Ill.

Dr. Harry Pratt  
Abraham Lincoln Association  
First National Bank Bldg.  
Springfield, Ill.

Prof. Andrew C. Mac Laughlin  
Came History Dept.  
University of Chicago  
Chicago, Ill.

Miss Bertha A. Rouser  
History Dept.  
Baylor College  
Belton, Texas

Sister M. Miriam  
Springfield Junior College  
1500 North Fifth St.  
Springfield, Ill.

Miss Winifred Ver Nooy  
University of Chicago Libraries  
Chicago, Ill.

Mr. and Mrs. William Schmidt  
1105 1/2 South Second St.  
Springfield, Ill.

Mr. and Mrs. Robert Lawlor  
1111 South Second St.  
Springfield, Ill.

Miss E. Maude Whitley  
1111 1/2 South Second St.  
Springfield, Ill.

Miss Cornelia Bowen  
1200 1/2 Fayette Ave.  
Springfield, Ill.

## INVITATIONS TO DEDICATION

### Former Employees of Archives Division:

Mrs. Clarence Burkhardt  
6149 Langley  
Chicago, Illinois

Mrs. Harry W. Hanson  
2071 South Fifth St.  
Springfield, Illinois

Mr. and Mrs. H. Walter Hanson, Jr.  
1407 Bates Ave.  
Springfield, Illinois

Mrs. Albert Shannpn  
Harper Ave.  
Chicago, Illinois

Mrs/Harry Strain  
864 Lorraine Ave.  
Springfield, Ill.

Miss Harriet Condit  
Beardstown, Illinois

Miss Helen Thompson  
Automobile Dept.  
Secretary of State's Office  
Springfield, Illinois

# Invitations to Dedication

Miss Barbara Boston, Curator

Ayers Collection

Newberry Library

Chicago, Illinois

Mr. H. R. Nation

(Asst. Archivist, Indiana)

2629 Brookside Ave.

Indianapolis, Maryland

Mr. Kenneth Blood

Historical Records Survey, WPA

Archives Building,

Springfield, Ill.

Miss Muriel Bernitt, Curator

Lincoln Collection

University of Chicago Libraries

Chicago, Ill.

Miss Charlotte DuBots

(Christian Science Monitor  
(inst.))

805 First National Bank Bldg

Springfield, Ill.

Mr. Norman Duffet

909 James Ave.

Niagara Falls N.Y.

Mrs. Samuel Norton  
633 North Church St.  
Rockford, Ill.

Mr. William

Charles B. Johnson & Son, Inc. (Lumber)  
6 North Michigan Ave.  
Chicago, Ill.

Alvin Meyer (Sculptor, Illinois)  
333 North Michigan Ave.  
Chicago, Ill.

Mr. I. M. Labovitz  
Illinois Tax Commissioner  
33 North La Salle St.  
Chicago, Ill.

T. K. Peters, Archivist  
Oglethorpe University,  
Oglethorpe, Georgia



Thomas M. Pitkin  
Assistant Historian  
National Park Service  
New Post Office Bldg.  
Oak Park, Ill.

Mr. Jess W. Thompson  
Secretary Chamber of Commerce  
Pittsfield, Ill.

## BULLETIN

At the hour of 3:30 P.M. on Wednesday, October 26th, as a part of the exercises at the Dedication of the Archives Building, a Reception will be held and a Tea given in said building, at which Mrs. Hughes will preside, and to which all are cordially invited.

Those who may desire to be present on that occasion will be excused from duty at the above hour for the remainder of the day.

  
A. C. MILLSBAUGH  
CHIEF CLERK

October 25th  
1938

CONGRATULATIONS

WESTERN UNION

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NG30 9= CHICAGO ILL  
MISS MARGARET NORTON, SUPT ARCHIVE DIV=  
ILLINOIS STATE LIBRARY=

CONGRATULATIONS SORRY WE CANNOT BE THERE BEST WISHES ALWAYS=  
PAULINE AND ALSTON G. FIELD.

November 1,  
1938.

Dr. R. D. W. Connor,  
Archivist of United States,  
The National Archives,  
Washington, D. C.

Dear Mr. Connor :

In my effort to get Mr. Hughes and Governor Emerson out of the crowd and into a quiet place the day of the dedication, I lost you. We are of course anxious to have a copy of the speech which you made at the dedication. Mr. Newsome said he gave his speech to some reporter, I suppose you did the same, however, I have been unable to find the reporter to get a copy from him. Please send us a copy to file in our archives, relating to the dedication.

Needless to say we very much enjoyed having so many of the Archivists here. I hope you can find time to come back to Springfield in the near future, perhaps at the time of the American Historical Association meeting in Chicago.

Sincerely,

Illinois State Library  
Archives Division

Superintendent

MCW:ED

November 1,  
1938.

Mr. J. A. Johnson,  
Globe Furniture and Stationery,  
168 West Monroe, St.,  
Chicago, Illinois.

Dear Mr. Johnson:

Many thanks for the gorgeous basket of flowers which you sent, they occupied the place of honor and lasted exceedingly well. I have the remnant of them on my desk at present. Your furniture was admired by all who came into the building during the week. We now can hardly wait to see the rest of it, I suppose it will be coming through before long. The catalog cases were very much admired and I think you have an exceptionally fine instalation of which Globe Wernicke must be very proud. We will of course always be glad to see you when here.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

MCN:ED

Superintendent

November 1,  
1938.

Mr. A. R. Newsome,  
Department of History,  
University of North Carolina,  
Chapel Hill, North Carolina

Dear Mr. Newsome:

Thank you for the copy of your presidential address which Mr. Hughes wanted. So far I have been unable to locate the reporter to whom you gave the copy of your dedicatory address. We very much wish a copy of this address for the Archives relating to the dedication.

We all appreciated what you and the Society of American Archivists contributed toward the success of our dedication and hope to see all of you back in Springfield before too long.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MCW:ED

BUILDING DEDICATION--PUBLICITY, 1938

### **Article for Illinois Libraries.**

**The Society of American Archivists will hold its second annual meeting at Springfield, Illinois, October 24 to 26, with headquarters at the Abraham Lincoln Hotel. Members of the Illinois Library Association are cordially invited to attend the sessions.**

**The meeting will open at 10:00 A.M., Monday morning October 24th, with two sessions, one on Archival Training, presided over by Dr. Phonness L. Windsor of the University of Illinois Library, and the other on American and Continental Archival Journals, presided over by Dr. Theodore Pease, editor of the American Archivist. Dr. Solon J. Buck of the National Archives will discuss his recent inspection of European Archives at a luncheon conference.**

**The Monday afternoon conference held at the Archives Building will be a laboratory demonstration of scientific aids, presided over by Dr. George A. Schwegnan of the Library of Congress. Dr. M. Llewellyn Rancy of the University of Chicago will exhibit microphotographic equipment and Dr. Arthur E. Kimberly of the National Archives will explain methods of fumigating, cleaning and repairing archival material. A tour of the new State Archives Building will follow. This session would be of especial interest to librarians. A dinner will be held at the Illini Country Club followed by a reception and smoker.**

**Tuesday morning will be devoted to two sessions, one on the status of state Archives, presided over by Dr. Luther H. Evans, National Director of the Historical Records Survey; and the other a round table discussion on Archival Cataloging and Classification, presided over by Miss Margaret C. Norton of the Illinois State Library.**

**Tuesday afternoon will be devoted to a trip to New Salem, including a luncheon. The annual banquet with the President's address and business meeting will be held in the evening.**

**The meetings Wednesday morning, October 26, will also prove interesting to librarians. One session will be devoted to Supplements to Archival Knowledge, presided over by Dr. Lester J. Cappon, of the University of Virginia Library. Dr. Randolph G. Adams of the William L. Clement Library, University of Michigan will discuss "The Character and Extent of Fugitive Archival Material", and Dr. ~~W. C.~~ W. C. Garrison of the Hayes Memorial Library, the Relation of Historical Manuscripts to Archival Material, and Mr. Douglas C. McMurtrie, of the American Imprints Inventory, "Printed Materials in Manuscript Archives." The second session will be devoted to Special Type Archives, presided over by Dr. Russell H. Anderson, of the Chicago Museum of Science and Industry.**



**Dr. William W. Sweet of the University of Chicago will discuss Church Archives, and Dr. Everett E. Edwards of the U.S. Department of Agriculture, Agricultural Archives. A luncheon will follow.**

**A short session will close the program on Wednesday afternoon, presided over by Dr. William D. McCain of Mississippi at which Dr. John C. L. Andreassen of the Historical Records Survey will discuss the National Survey of County Archives.**

**The Illinois State Archives Building will be formally dedicated Wednesday October 26th at 3:30 P.M. following which the building will be open for public inspection.**

# Archives Building Will Be Dedicated

**Edward J. Hughes And Three Former Secretaries Of State Will Be Honored During Ceremonies On Wednesday Afternoon.**

Dedication of the new state archives building will be officially conducted Wednesday afternoon, with Secretary of State Edward J. Hughes, and three former secretaries of state honored during the ceremony.

Four of the rooms in the new building will be named formally during the dedication for the four secretaries of state whose efforts mark the steps which have culminated in the final achievement of a building constructed for the preservation of the documental history of the state.

In addition to Secretary Hughes, shown in the upper left photo, rooms will be named for Louis L. Emmerson, upper right, Nathaniel Pope, lower right, and George H. Harlow, lower left.

Secretary Hughes heads the list of speakers for the dedication, with his subject, "Significance of Archives to People of Illinois." U. S. Archivist D. W. Connor will deliver a message from the president, and Dr. A. R. Newsome, president of the Society of American Archivists, will speak on "What Is Next in Archives."

Co-operating in the ceremony will be state officials and members of two groups which will be in session in the city at the time, the Society of American Archivists, and the Illinois Library association.

The museum in the building will be named for Nathaniel Pope, secretary of the Illinois Territory from 1809 to 1816. The first record of the Illinois Territory was made by Pope when he copied his commission from President Madison as first secretary of the territory on the first page of the executive register.

The George H. Harlow room will be the public cataloging room. Harlow was secretary of state from 1873 to 1881 and created a division of archives and index of the secretary of state's office. Its duties were to collect, classify and index the territorial and state records.

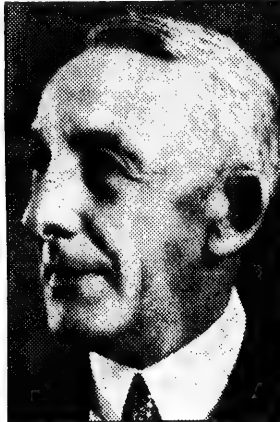
## Emmerson To Be Honored.

Louis L. Emmerson, secretary of state from 1917 to 1929, will be honored in the naming for him of the conference room on the first floor of the building. The present day archives division was begun by Emmerson when he secured legislation in 1925 authorizing all state departments to transfer records to the archives.

The reference room of the



HUGHES



EMMERSON

He served as state senator from Cook county from 1914 to 1930, and assumed the office of secretary of state in 1933.



HARLOW



POPE

building will be named for the present secretary of state. Secretary Hughes sponsored the appropriation act providing for the erection of the Illinois state archives building.

The new building, which has been in use for several months, is the third building in the United States devoted exclusively to the housing of archives.

It is the first such building to provide a separate series of vaults for those semi-current records destined for further transfer to the archives, but which must for a time remain under the immediate jurisdiction of their respective departments.

All four of the men who will be honored have taken prominent parts in the public life and history of the state.

Nathaniel Pope was born in 1784 at Louisville, Ky. He moved to Kaskaskia where he lived until his death in St. Louis in 1850. He published Pope's Digest (1815) the first comprehensive collection of the Illinois laws, and the first book published in Illinois. He was delegate to congress from the Illinois territory, reported the enabling act making the territory a state and secured an amendment to include the port of Chicago. He was U. S. judge for district of Illinois from 1819 until his death.

## Was Journal Editor.

Born in New York in 1830, George H. Harlow, moved to Tazewell county, Illinois, in 1854. He served at one time as mayor of Pekin and was secretary to Governor Oglesby. He served as city editor of the Springfield State Journal. He was engaged in real estate in Chicago from 1881 to his death in 1900.

Louis L. Emmerson was born in 1863 at Albion. He organized and became president of the Third National bank of Mount Vernon in 1901. He has been prominent in Republican politics, and besides serving as secretary of state, was governor of the state from 1929 to 1933.

Secretary Hughes was born in Chicago in 1888. He studied law and later turned to engineering.

# Archivists To Hold Convention In City

## Three Day Meeting Will Open Tomorrow.

Illinois' new archives building will serve as a laboratory background for the second annual meeting of the Society of American Archivists which will open in Springfield tomorrow.

Five sessions of the three day meeting will be held in the new building, and the annual convention will be climaxed with the dedication of the Archives building, the third of its kind in the country, Wednesday afternoon.

Opening sessions will be held at Hotel Abraham Lincoln at 10 a. m. tomorrow with a luncheon at noon. The first session in the Archives building will be held tomorrow afternoon, followed by a tour of the building. A dinner and reception and smoker at Illini Country club tomorrow night will conclude the first day.

Tuesday's meetings will open at 10 a. m. at the Archives building, and will be followed by a trip to New Salem State park. The annual dinner of the society will be held at 7 p. m. Tuesday at Hotel Abraham Lincoln. Wednesday's sessions will be held at the Archives building and at the hotel, with a luncheon at noon. The dedication of the building is planned for 3 p. m. Wednesday.

Monday's complete program is:  
10:00 a. m.—Archival training, palm room, Hotel Abraham Lincoln.

10:00 a. m.—Archival journals, parlor K, Hotel Abraham Lincoln.  
12:30 p. m.—Luncheon, ball room, Hotel Abraham Lincoln.

3:00 p. m.—Scientific aids, third floor, Archives building.

7:00 p. m.—Dinner, Illini Country club.

9:00 p. m.—Reception and smoker, Illini Country club.

Phineas L. Windsor, librarian, University of Illinois, will be chairman of the discussion on archival training, with leaders, James A. Robertson, hall of records, state of Maryland; Samuel F. Bemis, Yale university and C. C. Crittenden of the North Carolina historical commission.

Theodore C. Pease, editor the American Archivist, will be chairman of the session on archival journals, with Edna L. Jacobsen of the New York State library, and Olga P. Palmer of the national archives, leading the discussions. Gilbert J. Garrighan of Loyola university will be chairman at the luncheon and Solon J. Buck, director of publications, the national archives, will be the speaker.

At the scientific aids session, George A. Schwegmann, jr., director of the union catalog, Library of Congress, will be chairman and M. Llewellyn Raney of the University of Chicago libraries and Arthur E. Kimberly of the national archives, will be speakers.

A. R. Newsome, president of the society, will preside at the dinner tomorrow night, with addresses by Edward J. Hughes, secretary of state; John E. Abbott, of the museum of modern art, New York, and A. F. Kuhlman, director of joint university libraries, Vanderbilt university.

## *Annual Meeting Of American Archivists Opens With Luncheon*



—State Journal Photo.

Members of the Society of American Archivists, including authorities on archival practices from all sections of the United States, met yesterday in opening

sessions of the society's three day annual meeting here. The photo shows officers and speakers at the society's first luncheon meeting in the Abraham Lincoln

hotel. They are, left to right, Samuel F. Bemis of Yale university; Phillip C. Brooks, secretary of the society; Rev. Gilbert J. Garrigan, research pro-

fessor of history, Loyola university, Chicago; Solon J. Buck, director of publications, The National Archives, and Arthur R. Newsome, president of the archivists society.

## Archivists Open National Conclave

### Trip To New Salem Will Follow Luncheon Today.

Problems of archival practice and training occupied delegates to the second annual meeting of the Society of American Archivists in opening sessions held yesterday at the Abraham Lincoln hotel. Sixty-six members of the society, including leading authorities from all sections of the United States, registered for the meeting.

The delegates last night attended the first dinner meeting of the three day conference, held at the Illini Country club. Secretary of State Edward J. Hughes addressed the delegates at the dinner, welcoming them to the city, and presided at a reception and smoker following the dinner. Arthur R. Newsome, president of the society, presided at the dinner and talks were given by John E. Abbott, of the Museum of Modern Art, New York City, and A. F. Kuhlman of the Vanderbilt university.

#### Roundtable Discussion.

In the opening session a roundtable discussion of archival methods and the special training needs for archivists were discussed by James A. Robertson, of the Hall of Records, Annapolis, Md.; Stanley F. Bemis of Yale, and W. Edwin Hemphill, archivist at the University of Virginia.

A discussion of archival journals followed, with Theodore C. Pease, editor of the American Archivist, University of Illinois, as chairman. Papers were read at the meeting

discussing proposed improvement of American archival journals and outlining available journals and records of European countries.

At a luncheon conference presided over by Rev. Gilbert J. Garrigan of Loyola university, Chicago, Solon J. Buck, of the National Archives, continued the discussion of European archives.

#### To Visit New Salem.

Many of the archivists got their first glimpse of the Illinois State archives building at yesterday afternoon's session, which included a discussion of scientific aids to the archivists tasks, a demonstration of the modern equipment in use at the archives building, and a tour of the structure itself.

The building will be dedicated in special ceremonies at 3:30 p. m. Wednesday as a special feature of the society's meeting.

Features of today's program include a luncheon at the Leland hotel for delegates, sponsored by the Illinois Historical society, and a trip to New Salem state park, reconstructed Lincoln village near Petersburg. The trip, to start immediately following the luncheon meeting, is under the direction of Paul M. Angle, secretary of the state historical society.

The society's annual dinner will be held tonight at the Abraham Lincoln hotel at which Robert D. W. Connor, archivist of the United States, will preside and the society's president, Mr. Newsome, will deliver the principal address.

Following the dinner, the annual business meeting will be held.

# Archivists Will End Meet Today

## Dr. Albert Ray Newsome Re-Elected President.

Dr. Albert Ray Newsome, head of the history department of the University of North Carolina, last night was re-elected president of the Society of American Archivists at the annual business meeting held at Hotel Abraham Lincoln. The society will conclude a three day convention here today.

James A. Robertson, archivist of Maryland, was named vice president; Philip C. Brooks, Washington, D. C., was re-elected secretary, and Julian P. Boyd of the Pennsylvania historical society, was re-named treasurer. Robert D. W. Connor, archivist of the United States, was chosen a council member for a term of five years.

The annual dinner of the society took place last night at the hotel, with the principal address given by Doctor Newsome. Mr. Connor presided.

Doctor Newsome discussed uniform state archival legislation, describing the varied states' laws on the matter and urged adoption of uniform regulations for the care of archives.

Today the society will participate in the dedication of the new state archives building at 3:30 p. m.

This morning's program includes a discussion of supplements to archival knowledge at 10 o'clock, led by Lester J. Cappon, archivist at the University of Virginia. At the same hour a discussion will be held on special type archives, led by Russell H. Anderson, Washington, D. C., of the department of agriculture.

A luncheon meeting at 12:30 o'clock will be addressed by Secretary of State Edward J. Hughes, Mayor Kapp and C. Herrick Hammond, state architect.

At 2:30 o'clock a discussion of local archives will take place, with William D. McCain, director of the Mississippi department of archives, as chairman.

Discussions of state archives on the Pacific coast, the lower Mississippi valley and Texas and a round table meeting on classification and cataloging comprised yesterday morning's program.

Following the Illinois State Historical society luncheon at the LeLand hotel, the group of 100 delegates made a tour of New Salem state park. The tour was in charge of Paul M. Angle, librarian of the state historical library.

Harry E. Pratt, executive secretary of the Abraham Lincoln association, addressed the group on the history and background of the park.

Participating in the morning session on state archives were Charles M. Gates of the University of Washington; Edwin A. Davis, archivist of Louisiana State university, and Harriet, Smither,

## Archives Building Will Be Dedicated At Program Today

Secretary Of State Will  
Head List Of Speakers  
At Ceremonies.

Achivists from all sections of the nation, in Springfield attending the annual meeting of the Society of American Archivists, will witness the dedication this afternoon of the new \$850,000 Illinois state archives building.

The dedicatory ceremonies, which will conclude the annual meeting of the society, will get under way at 3:30 o'clock with state officials and members of the archives society and the Illinois Library association participating.

Secretary of State Edward J. Hughes will head the list of speakers with his subject being "Significance of Archives to People of Illinois."

U. S. Archivist D. W. Connor will deliver a message from the

(Turn to Page 5, Column 8.)

## Archives Building Will Be Dedicated

(Continued from Page 1.)

president and Dr. A. R. Newsome, president of the Society of American Archivists, will speak on "What Is Next In Archives."

Secretary Hughes and three former secretaries of state will be honored at the ceremony when four of the rooms in the new building will be formally named for the four men.

In addition to Hughes, the rooms will be named for Louls L. Emmerson, Nathaniel Pope and George H. Harlow. Emmerson was secretary from 1917 to 1929, Pope was secretary of the territory from 1809 to 1816 and Harlow, secretary of state, 1873 to 1881. The four men have taken an active part in the campaign for construction of an archives building for preservation of state documents.

The museum in the building will be named for Pope, the public cataloging room for Harlow, the conference room on the first floor for Emmerson and the reference orom for the present day secretary.

The new building, which has been in use since last February, is the third building in the United States devoted exclusively to the housing of archives.

It is the first such building to provide a separate series of vaults for those semi-current records destined for further transfer to the archives, but which must for a time remain under the immediate jurisdiction of their respective departments.

A six story classic Indiana limestone structure, the new building also embodies other modern facilities for preserving state documents, ledgers, journals and records.

# Dedicate State's Archives Building

Praised as indicative of the trend toward advancing archival achievement, the Illinois state archives building was dedicated yesterday afternoon in ceremonies attended by state officials, archivists, librarians and the public.

The exercises dedicating the \$850,000 building were held in the small reception hall of the building which was jammed to capacity. Conducting the program were Secretary of State Edward J. Hughes, National Archivist Dr. Robert D. Connor, A. R. Newsome, president of the Society of American Archivists, former Governor Louis L. Emmerson, Mayor John W. Kapp, and Carl Roden, librarian of the Chicago public library, who presided.

"From the standpoint of efficient government Illinois pioneers in placing semi-current papers in safe keeping," declared Secretary Hughes, who delivered the principal dedicatory address.

"This building is no mere museum. It is a going business concern—an assistant to the public official as well as the historian and research student.

"The history of Illinois as it passed through French and British possession to become first a territory and then a state is one of moving excitement.

"Great men have served to make that history and today we should give thanks to the few who have preserved some of the records of those men. Many records which today we would treasure have been lost.

"Those that remain have honored places in this building to remind us of our heritage. The first bill in the handwriting of the young Lincoln; the certificate of purchase for the first lots sold in Chicago; the final ballot which made Springfield the capital of Illinois; the proclamations which ring with the stirring libertarian philosophy of John Altgeld—these are only a few of our treasures come into their rightful place."

## Traces Archival History.

Doctor Connor, whose subject was "Co-operation Between State and National Archives," traced the history of archives back to the National Archives of Spain created in 1538.

The archives movement, he said, was begun in the United States as early as 1877, but it was not until 1926 that the national archives building was erected in Washington.

# Archives Building Lauded At De



Pictured above is the group of officials who participated in ceremonies yesterday dedicating the Illinois archives building. From left to right: Dr. R. D. Connor, Washington, D. C., national archivist; Carl Roden, librarian of the Chicago public library; A. R. Newsome, president of the Society of American Archivists; and Mayor John W. Kapp.

Mr. Newsome, speaking on "What Next In Archives," outlined a program his organization, which ended a three day convention here with the dedication, plans to carry out.

"The archival profession will extend the scope and improve the quality of its service in the years ahead," he said. "It will devise and adopt improvements in collection, preservation, classification and administration.

"It will make greater use of infra-red and ultra-violet light, micro-filming, motion picture and sound recordings, and publications. Especially important developments are promised in reduction of the mass of public archives, systematic training of archivists, and improved service to public officials."

A feature of the dedication was the naming of four rooms of the building which has been used since February for four secretaries of state who have taken part in the program that finally resulted in construction of the new building.

The museum in the building was named for Nathaniel Pope, who was secretary from 1809 to 1816; the public cataloging room for George H. Harlow, secretary from 1873 to 1881; the conference room for Louis L. Emmerson, secretary from 1917 to 1929, and the reference

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A six story classic Indiana limestone structure, the new building also embodies other modern facilities for preserving state documents, ledgers, journals and records.

## Archivists Close Meeting.

The Society of American Archivists brought its second annual meeting to a close yesterday at the conclusion of dedication ceremonies for the state archives building.

Following the ceremonies, members of the society toured the building and were the guests of Mrs. Edward J. Hughes for tea.

At their final session in the Hotel Abraham Lincoln, the group heard a talk on the national survey of county archives by John C. L. Andreassen of historical records survey. William D. McCain, director of the department of archives and history of Mississippi, presided at the meeting.



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## Dedication Ceremonies



—State Journal Photo.

Picture archives building. Left to right, A. R. Newsome of the University of North Carolina, president of the Society of American Archivists; Secretary of State Edward J. Hughes; former Governor Louis L. Emmerson.

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## New State Archives Building Is Dedicated



—State Register Photos

The new state archives building was dedicated Wednesday afternoon with Secretary of State Edward J. Hughes, national archivist and state library officials in attendance. The upper picture shows a part of the crowd which attended and the lower picture, left to right, shows Secretary of State Hughes; Louis L. Emmerson, former secretary of state and former governor; and Mayor Kapp during the ceremonies.





Dedication of the archives building yesterday afternoon drew many state employees as well as a sprinkling of prominent townsfolk interested in historical research.

The employees, most of them from Secretary of State Edward J. Hughes' departments, stood first on one foot and then on the other, admiring the beauty of the interior and envying its occupants for all the open space.

Other state offices are pressed for room, but when the archives building is operating normally, it should relieve some of the strain elsewhere by providing storage space for bulky records and providing facilities for preserving other records by microphotography.

The occasion was a joyous one for Margaret Norton, superin-

tendent of archives. She has been thinking about the dedication since she invited the Society of American Archivists a year ago to meet in Springfield to help dedicate the new building.

Only one flaw marred the perfection of the occasion for her. "Some of our new furniture hasn't arrived yet," she bewailed. It would have been her secret if she hadn't mentioned it, for the chairs and tables on hand fitted in well with the color scheme and decorations.

The speaker at one of the dinners of the Society of American Archivists was telling about the long search for a lost manuscript. The paper had been written by Philander Chase, pioneer Episcopal bishop of Illinois, in the year 1839, and archivists were anxious to find the original copy. The quest took ten years, and the speaker described it at length, at last telling how it was found on a back shelf in a Boston library.

One of his lady listeners, not an archivist, leaned back in her chair with a sigh of relief. "It just goes to show," she said turn-

ing to her dinner companion, "no matter how well you hide a thing, these archivists will find it."

# Illinois Library Conference Opens

## Three Addresses Heard At Night Session.

Delegates to the forty-second annual conference of the Illinois Library association last night listened to three addresses at a session in the Centennial building auditorium. They were by Paul M. Angle, librarian of the state historical library; Rev. August Reyling, of the Quincy college library, and Mrs. Nannie Parks of the Southern Illinois Library association.

Mrs. Parks was unable to attend and her paper was read by Miss Bernice Wiedemann.

Mr. Angle described the value of the state historical library, especially to small libraries of the state. He told of the functions of the historical library as a repository of state historical material, data on local histories, newspaper files and genealogical material. He also mentioned its valuable Lincoln collection.

Father Reyling recounted the history of the Catholic Library association and said its purpose was to assist in solving difficulties in classification of Catholic books. He also spoke of the organization of the association which has about 700 members. The Catholic association will hold a joint meeting with the I.L.A. at 8 a. m., tomorrow.

Mrs. Park's paper dealt with the southern Illinois association.

Five hundred librarians from all parts of the state are attending the three day gathering which opened yesterday.

Officers expected to be elected today include: Mrs. Katherine L. Arzinger, Geneseo, president; Miss Helen S. Babcock, Chicago, vice president; Miss Claire L. Wurdell, Gilman, incumbent secretary, and Wayne Stewart Yanawine, Urbana, treasurer.

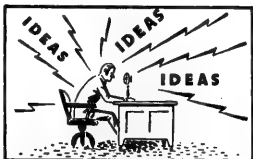
Mrs. Marjorie Hill Allee, noted writer of books for children, outlined for members of the children's section of the association the background and development of her writing career in an address yesterday before the opening session of the conference at the Hotel Abraham Lincoln.

The development of definite characters in a story is more important than a series of situations, in the opinion of Mrs. Allee. Personal and environmental limitations are responsible for her becoming an author, the speaker said.

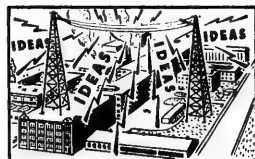
The conference had as the highlight of its program participation in the dedication of the archives building yesterday afternoon.

A second meeting of the children's section preceded the dedication ceremonies. Miss Sally Stickney of the national regional staff of the Girl Scouts, Miss Dorothy Hiatt, Jacksonville librarian, and Miss Elizabeth Groves of the American Library association booklist department gave short addresses.

Secretary of State Edward J. Hughes, state librarian, will address the group at a morning session today. Conference meetings will continue through tomorrow morning.



# Art Metal SELLING NEWS



VOL. 3

JAMESTOWN, N. Y.—DECEMBER, 1937

NO. 2

## ART METAL DESK AND TABLE SALES ROLL UP NEW RECORD

**Volume for First Ten Months This Year Exceeds 1929,  
Former Peak Year, by 14% With Possible 20% in Sight**

**T**HE sale of Art Metal desks and tables will reach a new high peak in 1937, a survey of the first ten-month figures indicates. The total list price of desks and tables sold in the period mentioned is 14% over the previous high mark set in 1929 with 20% in sight!

Factors which have contributed to this remarkable sales volume are: New and improved desk lines, hardworking sales force, widespread interest in office modernization, and generally improved business conditions the first half of the year.

### Upward Trend Since 1933

The trend has been steadily upward ever since the depression low point was reached in 1933. Desk sales increased in 1934 and more than doubled the following year. In 1936 with the advent of Airline desks, sales were again double the 1936 figure.

Here are the figures using the peak sales volume attained in 1929 as 100%:

Year	% of 1929
1937 .....	114%*
1936 .....	77%
1929 .....	100%
1928 .....	74%
1927 .....	60%

\*Ten months sales.

### Airlines Are Big Sellers

While the improved "1500" line desks have contributed the major portion of the 1937 record sales volume, Art Metal's Dynamique desks and Airline desks have proved themselves big selling styles in the comparatively short time they have been on the market. In August, September and October, a period usually considered slow for the sale of steel office equipment, over 1,500 Airline desk units were sold.

Airline and Dynamique desks have the patented, rounded-edge top, not procur-

able in any other desk line manufactured. The rounded top adds much to the appearance of the desk and makes for better use of desk space. The Airline desks are specifically for general office use with 11 styles and sizes of desks and three sizes of matching tables. The Dynamique line is generally purchased for private or semi-private offices.

### Why Airline Called "Modern"

There are many reasons why Airline desks have been termed the "truly modern office desk."

They are completely streamline in design—a design termed "perfect" by a leading architectural designer. Elimination of end projections converts usual waste end space into valuable extra knee space. Centered island bases give more foot freedom—make cleaning under desks easy. Adjustable footings make desks level in spite of uneven flooring.

Advanced inside planning—eight utility features—designed to speed the flow of work. Provision for concealed wiring. Low initial cost.

Coming as it does in Art Metal's 49th year of steel office equipment manufacture, this peak sales volume serves to reiterate the impressive acceptance accorded Art Metal products by the executives of America.



Art Metal and Postindex on display at National Business Show. (Story on page 10.)

## CIRCULAR MAILINGS SELL FOR SANDERSON BROTHERS

North Abington, Mass., Agents Well Pleased With  
Results from Their Direct Advertising

THAT direct mail advertising brings results is proved by Sanderson Brothers, Art Metal agents, North Abington, Mass. Their success in boosting their sales of Art Metal equipment led to an interview for Selling News and the unfolding of these facts:

Sanderson Brothers sold only commercial printing until 1928. In that year they secured the agency for Art Metal office equipment and divided their time between soliciting orders for up-to-date printing and selling modern, steel office equipment.

In 1934 the partners decided to try some direct mail advertising. They started with a list of 150 names, printing the circulars on their own presses. Folders on Art Metal equipment were also enclosed. They

mailed these circulars monthly. In two years their mailing list had increased to 2,000 names and their business contacts had been increasingly successful.

Sanderson Brothers have sold and installed equipment in many public buildings in their territory. Several of the high schools have been fitted with Art Metal steel lockers and other lines of metal furniture.

## "Come Up and See Us" Say West Texas Agents

EDWINA Blanton and Willine Delberta Holcombe are a couple of West Texas gals who believe it pays to advertise. Their pictures in bathing suits appeared in a recent full page spread in the San Angelo newspaper. In large type: "We're a couple of fast babies... come up and see us sometime!" A closer inspection of the photographs (they've got swell figures) reveals the faces are those of Ed Blanton and Will Holcombe, partners in the Holcombe Blanton Printery, Art Metal agents. The company celebrated its 29th birthday on November 1st and chose the novel manner described to get attention.

Established as a small shop in 1908, this company has grown until today it is the largest and most complete printery and office equipment shop between Fort Worth and El Paso.

Will Blanton credits the business' development in part to its policy of taking part in civic enterprises designed to benefit San Angelenos and their West Texas neighbors. Both Blanton and Holcombe have given untiringly of their time, energy and money to promote projects to advertise and develop this section.

## After the Fire

L. R. UFFORD, veteran road salesman of Trick & Murray, Seattle, Wash., Art Metal agent, sends us this yarn under the heading, "No Bull Story."

"Back in 1920," writes "Uff," "we sold the county engineer of Asotin County, State of Washington, a large double door, Art Metal 'B' label safe. It was used in the old county courthouse. One night some years ago, the courthouse burned to the ground.

"After the records were taken out, the safe was taken to the city dump, along the Snake River. One of the townspeople who has a valuable milk cow and who claims there is nothing too good for her, conceived the idea that his hussie needed a new manger. He hauled the safe to his barnyard several blocks away and there, with the doors and hinges off, the safe lies on its back.

"The owner of the cow says she is more contented than she ever was before and gives a rich, daily supply of milk.



Portion of Sanderson Brothers' Print Shop.

## New Salesman for Swan-Morgan

J. Hanly Morgan, Jr., arrived at the home of Mr. and Mrs. J. Hanly Morgan, Sr., (Huntington, W. Va.), recently, the first boy in a family of girls.

This pleases everybody, no end, including J. Hanly, Sr., who has had to con-

template the experience of Eddie Cantor and others who have reared families of lovely daughters, but no salesmen.

Ed Keeling received the announcement and immediately requisitioned a catalog and price book for the new junior salesman.

Our sincere congratulation to Mr. and Mrs. Morgan.

## Airline on "Broadside"

THE Consolidated Water Power & Paper Co., Wisconsin Rapids, Wisc., recently printed an attractive blue and black "broadside" using a large illustration of the Art Metal Airline Desk to typify "modern form." Publicity covers a multitude of activities. The Art Metal Advertising Department supplies photographs of desks and files for illustration with many non-competing products.

## FIFTY CANDLES ON ART METAL BIRTHDAY CAKE

# 1888



# 1938

**Y**OUR office furniture line—the most complete and the most modern line of steel office furniture produced by any manufacturer—is backed by the experience of fifty years!

For half a century Art Metal steel office equipment has been the finest your customers could buy whether they required only a single piece of equipment or the largest office installation.

Art Metal enters its fiftieth year with an international reputation for quality of its products, dependability of its service and reliability as an organization. From a financial and organization standpoint the company occupies the best position in its entire history.

Most important to its loyal and progressive sales agencies everywhere, is the continuing advancement of the line of products to new peaks in efficiency and value, coupled with an aggressive sales policy that makes the future outlook most promising from every standpoint.

Experience and research, plus ability and large resources have all been turned to the development of new products and new improvements that will keep Art Metal and Art Metal sales agencies in the leading position in office equipment selling.

Founded in 1888 as the Fenton Manufacturing Company, the plant comprised 11,300 square feet of floor space and employed about fifty men. Today the Art Metal plants occupy over 700,000 square feet and employ over 1,200 workers.

The original factory stood on the site of the present Plant 1 in Jamestown, N. Y. When the demand for steel office equipment began to grow, other concerns in Jamestown and elsewhere started its manufacture. In 1910 four of these were merged with the Fenton Metallic Manufacturing Co., and the Art Metal Construction Company was incorporated. Greater production facilities were found necessary and Art Metal bought other factories in 1910, 1917, and 1920. In 1921 a comprehensive building program was completed.

The Postindex Company of Boston, manufacturers of visible filing equipment, was purchased by the Art Metal in 1927 to augment and complete its line. Later this company was moved to Jamestown and it now occupies a portion of Plant 1.

Art Metal has continued to improve its line of products in keeping with the needs and demands of modern business. Believing that the office of today must work as smoothly and efficiently as any unit of a factory and that the modern business office should look business-like and clear the greatest volume of work with the least confusion and fatigue on the part of the office workers—Art Metal has produced equipment so designed and constructed that executive hands and brains are relieved of the burden of detail and left free for planning and building.

This has been Art Metal's creed of service to American business executives and that Art Metal has kept faith is proved by the tremendous acceptance accorded its complete line of steel office equipment.

## "Industrial", Los Angeles, Cal., Shows 100% Sales Increase

**A**N industrious sales force has made Industrial Printing and Stationery Company one of the largest commercial stationery and office equipment (Art Metal) houses in Southern California with a present force of 85 employees. Sales of Art Metal equipment are twice what they were for the corresponding period in 1936!

This increase in the past year is attributed to service and a great deal of concentrated effort on the part of the salesmen.

### Airline Desks Sold

One of the larger companies in Southern California recently "capitulated" to Airline desks. Industrial had been working on this company for some time. An Airline desk display was set up in a downtown office building and when the executives of the company inspected the installation, a large order of Airlines resulted. This type of promotion and selling has been found highly satisfactory and result producing. Industrial also carries on much direct mail advertising.

### Founded in 1921

Industrial Printing & Stationery Co. was formed in 1921. Two months after the market crash in 1929 this business was purchased and reorganized by R. V. Campbell.

### Opens Two Branches

Success of the original office at Huntington Park, California, induced Mr. Campbell to open two new branches—the first, in Long Beach, in 1933; the second in 1936 in Los Angeles. The latter store has devoted its efforts entirely to the handling of Art Metal steel office equipment.

Mr. Campbell died in August 1936. Mrs. Campbell assumed charge of the business and her ability as a business woman is being evidenced by an increasing volume of business and by the same high standard of business ethics for which Industrial has always been noted.

### Sales Force Personnel

The sales force consists of Edgar Broad, manager, Duane Simpson, William H. Shaw, salesmen, and Thomas Kenny who specializes in Postindex. Fred Harris is service man.

Mr. Broad has been employed by Industrial some twelve months. He was formerly connected with a large stationery department in Los Angeles and gained a wide knowledge there on types and sale of office equipment. He has proved an excellent manager.

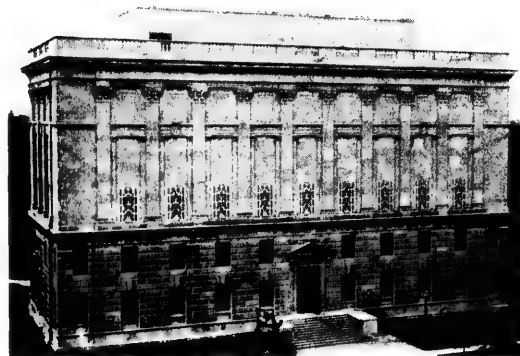
## What Is a Salesman's Equipment?

What is a salesman's equipment? A voice and a pair of shoes; a brain to keep the voice going; guts to keep the shoes moving.—*From The Photo-Lithographer.*

For the salesman of industrial products there must be, in addition to the above, intelligent advertising by his company, and a well designed catalog of buying information on his company's products prefiled in his prospect's office.—*From Inter-Industry Selling.*

**J**UST a minute here, you fellows! Aren't you **over-simplifying**? Let's give this guy a pair of pants and a hat and offer a necktie as a sales contest prize. And when he turns on that voice, let's listen carefully. Train callers and fish peddlers also wear shoes, you know. Was there anything in particular you wanted him to say?

## New Illinois Archives Building Installs Art Metal Equipment



**A**RT METAL equipment is being installed in the new State Archives Building, Springfield, Ill., shown above. Equipment includes Art Metal book-stacks, six-drawer files and other equipment. When completed, Illinois will have the most modern and completely equipped building of its kind in the country. Miss Margaret Norton, Superintendent of the Archives Division, is in charge.

The Illinois Archives Building is the first attempt by a state to house and care for all its records in one building. There are two other archives buildings in the country—the National Archives Building, Washington, D. C., and the Hall of Records, Annapolis, Md.

Of particular interest are 1,000 special, six-drawer files. These are the first portion of a file installation which when completed will be 15 miles long. These were purchased after exhaustive factory tests conducted at the main plant under the personal supervision of Miss Norton. The tests definitely established the quality of the file drawer suspensions.

The building is especially designed to guard against loss of records by fire, dampness, mildew, rats, roaches and other insects. The storage vaults of the building are all air-conditioned by means of filtered, washed, tempered and humidified air. The storage vault section has no windows since light hastens deterioration of paper and ink.

## Late News Bulletins

Two new exclusive Art Metal agents:

Portland, Me.—Loring, Short & Harmon, largest and one of oldest office supply companies in Maine.

Wichita, Kan.—Cast Office Supplies Co., Herman H. Cast, president.



BUILDING SUGGESTIONS AND CRITICISMS, 1935; [1936]

Ad Bld  
spec (plan)  
(ed)

**SUGGESTIONS FOR THE ILLINOIS ARCHIVES  
BUILDING**

**Compiled by**

**Margaret C. Norton  
Superintendent of Archives**

**Number 1.  
July 31, 1935**

## GENERAL CONSIDERATIONS.

### Location:

This building should be entirely separate from other state buildings on account of fire hazards. It is not desirable to have a connection with the State House via a tunnel unless some way is provided for shutting it off completely in case of fire. It is assumed that records will not be brought to the Archives if they are in such constant use as to make it inconvenient to departmental clerks to reach the building without a tunnel.

Another reason why the building should be separate is that floor heights would not be adjustable to floor heights in the ordinary office building.

The building should be used for records alone and space should not be planned for other state departments.

### Possibility for Expansion:

As records increase in quantity very rapidly, provision should be made for indefinite expansion both vertically and horizontally.

Office space for administration of archives can be planned quite definitely, and all available money in excess of the required office space spent on the stack rooms.

### Equipment to be furnished by the Architect (subject to revision by Mr. Hughes)

Lobby, Exhibit and Reading Room furnishings

Window shades

Air conditioning and other mechanical equipment.

Shelves for supply rooms and document room (document room may not need to be completely furnished with shelves if economy necessary)

Cupboards as specified.

No office furniture.

Present equipment will be used for present documents. Allow about \$15,000 for shelves and files in the archives storeroom. It is assumed that the departments will furnish their own equipment for their storeroom, while equipment will be purchased for the archives storerooms as needed.

**TYPES OF SPACE NEEDED.****I. Receiving Rooms****II. Storage**

- a. Archives - records more than ten years old
- b. Current records - records two to ten years old

**III. Office Space****a. Public space**

- 1. Exhibition Space
- 2. Reference Space
- 3. Public toilet rooms

**b. Administrative Offices**

- 1. Work rooms for filing, classification, cataloging, indexing, etc.
- 2. The catalog (also open to the public)
- 3. Mending, repairing and binding
- 4. Photography and photostating
- 5. Private office of the Archivist
- 6. Staff locker-rooms, dressing rooms and lavatories

**IV. Mechanical Equipment.**

- a. Air conditioning, preferably for whole building, essential for storerooms
- b. Intercommunication: telephones, dumb waiters, elevators, etc.

### The Progression of Work.

Surveys and inventories of records now in departmental storerooms

Reception of records. Preliminary cleaning and fumigation of new accessions.

Records two-ten years old taken to departmental storerooms.

Records more than ten years old taken to Classification Dept.

Records in process kept in vaults adjoining this office.

Records of archives department classified.

Records in need of repair sent to Repair Department.

Classified records sent to permanent storage, being brought back to the Classification-Cataloging Dept. as time permits more detailed cataloging, calendaring and indexing.

Individual records withdrawn temporarily from the files on requisition from the Reference Department which keeps a record of withdrawals and returns in duplicate, sending one copy to the head of the stackroom.

Individual records sent to Reproduction Department for copying and certification.

Copy 1 5

## I. RECEIVING ROOM.

There should be a large receiving room in the basement. The doorway should be large enough to permit a truck to be backed into the room for the delivery of records and other freight. Here all records coming into the building will be given a preliminary cleaning and fumigation before being taken into the departmental or archives vaults. Precautions should be taken against the possibility of transmitting vermin from this room to other parts of the building. A fireproof place for storage of cleaning apparatus and chemicals should be provided.

For information on fumigation, consult the Huntington Library, Pasadena, California, Mr. Leslie Bliss, librarian. Also Dr. R.D.W. Connor, National Archivist, and the U.S. Department of Agriculture.

## II. STOREROOMS OR VAULTS.

### General Considerations.

The storerooms should be of especially fireproof construction in addition to the general fireproofing of the building itself. Entrance should be limited to one fireproof door each in the Classification-Cataloging Room, the Reference Room and the freight elevator which serves only the Archives stacks.

Lighting and ventilation will be entirely artificial, so it is suggested that the office space be arranged around the stacks in a U formation.

The chief consideration in building this stack room is to provide for the excess weight of the records which has been a serious problem in the present quarters. One legal size cabinet four drawers high weighs, loaded, close to 600 pounds, and it is proposed to run these six drawers high and to the one or two shelves above them. Interspersed among these filing cabinets will be shelving for books, some ordinary shelving about twelve inches deep, other roller shelves. In other words, the floor should be designed to permit of certain flexibility of equipment to meet the various types of records. Mr. Jarvis, the engineer for the Art Metal Company who designed the stacks for the Chicago Historical Society and the new Indiana State Library and Archives Building at my request had drawn up some sketches which incorporate the ideas I have in mind. I enclose his blue prints. This was done as a personal favor to me, I might state, and does not commit us to accept them as binding in any way upon the State Architect. Mr. Jarvis says that not only is the standard library stack construction with reinforced concrete floors such as Art Metal now uses exclusively, strong enough for our purposes, but that in Indiana this construction also supports the roof and in one place runs several stories above a clear space. There are no slots between floors, but heating and ventilating shafts run in false walls. Cost equipped for floor as drawn, under \$20,000 per floor.

### Amount of space needed.

No possible yardstick for calculating future space requirements can be devised. The surveys for the National Archives revealed that from 1917 to 1930 the accumulation of archives in Washington was just about equal to that from 1787 to 1917; that from 1930 to 1935 the amount was about as much as for the 1917-1930 period. About the same proportions hold for State archives. The Secretary of State's correspondence in the Archives Division reveals the following statistics:

1867-1881.	25 volumes
1881-1914.	697 volumes, 139 transfer drawers
1915-1929.	704 transfer drawers. (48 drawers for 1929)

The only recommendation that can be made is that the estimated requirements for administrative offices be taken care of, and all the rest of the available money spent on storage space, making provisions for indefinite future expansion.

Two types of Storage Planned.

- I. Storage for records under the complete control of the Archives Division. Probably all records more than ten years old and likely more recent ones, especially for the Secretary of State's departments.
- II. Storage for records in semi-current use (two to ten years old), under partial or complete control of the departments of origin, pending transfer to custody of the Archives Division.

Archives Storage Requirements.

A number of floors each about 8 ft. high, constructed to hold the excessively great weight of filing cabinets. It is expected to run the drawers up to within about 15 inches of the ceiling. The average height of a four drawer cabinet is 52 inches, so the height of 7 Ft. 6 to 8 Ft. would work out well. Standard library height is 7 ft. 6 but 8 ft. would be better for archives if practicable. The equipment should be built in - using stock drawers and special uprights costing about the same as cabinets. The Art Metal people say this should be figured at roughly \$5.00 per drawer.

Although both the new Maryland archives and the new National Archives contemplate the use of library shelving, the experience in the Illinois Archives Division indicates that is highly unsuitable for archives. American archivists have patterned after European archives and American libraries, and tend to think of archives as historical material used like books. Filing in boxes has been abandoned as antiquated by commercial filing experts. Archives are business records and should be kept like business records. Some records because of their fragile condition will be kept in small boxes, and of course volumes will be kept on shelves. In planning for the vaults, however, stresses should be figured for steel files.

Intercommunication between archives stack floors should be provided by stairs, dumb waiters and freight lifts.

One floor should be on a level with the Reference and Classification Departments and connected with each by a vault door.

The freight elevator serving this part of the stacks should not be used by the departmental storerooms described below unless arranged in such a way that access to the Archives stacks cannot be gained from those rooms. It would be better to have this elevator in a separate shaft within the stacks with outside access only at the receiving room level through a vault door. In other words, there should be as few entrances into the stacks as possible.

There should be janitor's sinks which can also be used as lavatories, on each level of the stacks.

Storage for Departments.

Storage for records in current use and under partial or complete control of the departments of origin pending transfer of custody to the Archives Division. Details of the administration of this scheme are yet to be worked out, but the following specifications will suit any further plan adopted:

There shall be no communication between the portion of the building occupied by the departmental storerooms and the archives stacks except through the basement receiving room. If the same freight elevator is used by both, entrance should be through a separate fire-proof compartment or hall-way. To avoid unnecessary opening into the various levels in the Archives stacks a separate elevator is



highly desirable.

Probably at least two floors will be required for this departmental storage, presumably the two lower floors. These rooms will probably be used for the records approximately two to ten years old. There should be a series of storerooms, apportioned to the various state departments according to their storage requirements. Partitions will presumably be of tile and these should not be bearing walls so that the partitions can be altered from time to time if necessary.

The storerooms will be keyed individually and to the master key of the building.

## ILLINOIS ARCHIVES BUILDING.

## Criticism of the Preliminary Plans.

Although the Illinois Archives Building will be nearly twice as large as the Maryland Archives Building, the administrative rooms are smaller and less conveniently arranged. The approximate dimensions of the Maryland building are 79' X 77', of the Illinois building, 152' X 69'. The difficulty is largely due to the difficulties inherent in adapting our requirements to a long narrow building; not forgetting also the apparent architectural necessity of planning the building from the outside in in order to harmonize the exterior with that of the Centennial Building then which there never could be a building less suitable for use as an archives building. In other words, the waste of space in the store-rooms because of floor heights conditioned by windows is annoying. There may be some way of harmonizing the discords there, however. This critique will therefore be confined to the administrative rooms.

The major difficulty here I believe is due to an attempt to crowd too much into the first floor. There is plenty of room in the building for administrative purposes if some rearrangements are worked out.

First Floor

Move the suite of the Superintendent of Archives to the second floor. This is regrettable, but almost necessary on account of the unsuitable public access to those rooms as at present laid out. The relations of those rooms in relation to the Reference Room, Reference Library and Catalog, also the lay-out of the private offices is ideal. The chief drawbacks are:

The Secretary's office has no outside light or air. In case the Secretary is taking dictation or away from her post for any reason, anyone in the anteroom could sneak into the stacks.

The public would insist upon making a short-cut through the reading room in going to the Archivist's office, and experience has shown that access to that office through any reading room or workroom is undesirable. While offices on the floor above and connected with the public hall will not be quite as convenient for the archivist, they will be far more efficient than the present lay-out.

Leave the toilet room and its shower where at present specified, since such a room is a necessity and not a convenience for the Reference Department. These accommodations should be duplicated in the new Archivist's quarters.

Eliminate the public toilet rooms from the first floor.

The present lay-out makes the Museum nothing but an anteroom for a public comfort station. The public toilet rooms are not for the accommodation of the ordinary public who have no real business in the building anyway and whom we are not anxious to attract. These toilet rooms are designed for users of the building, and need not be conspicuous. Since the removal of the Archivist's rooms will make a public stairway to the second floor essential, the public toilet rooms can be either on the second floor or in the basement.

The Museum can stay where it is, if the public toilets are removed, thus making it a more dignified room. It would

be more suitably located adjoining the Reference Room as the exhibits will be of chief interest to the type of person using that room. This will release more space to the Classification Division where it is needed.

The Catalog Room is well located. Perhaps we can eliminate the corridor and move this room back against the stack room wall. It would not be objectionable to use this room as the corridor connecting the Classification and Reference Departments. The present relation of the Catalog Room and the Reference Room should be kept.

Conference Room. A room of this sort without a window is an absurdity, since this room is more apt to be used in summer than in winter. Summer is the season research workers usually visit us. If the Museum is moved across the hall from its present position, the present Conference Room will be incorporated in the Reference Room. If not, I would suggest incorporating that space in the Reference Library and making the south partition to that room just on the outside of the door leading to the hall. The Conference Room will in any event move back somewhat.

There should be less space between the doors leading from the Reference Room to the Stack Room.

Classification Room. Small and inadequately lighted. The "Office" shown on the plan is too small for effective use. Storage inadequate. I wish the freight elevator did not have to cut into the corner of the room. Could not the two freight elevators be placed side by side and the stack room stairs and elevators be rearranged to minimize the loss of space? I think a rearrangement of the Classification Room will be easier after the other details of this floor are improved. Running water in this room is essential.

### The Second Floor.

As this will be changed in the revised plans, I have only one suggestion to make for this:

The Women's Locker Room is rather small, providing for a maximum female staff of 14, whereas 24 men are provided for. I am inclined to think there will always be more women than men on the staff, and while this will amply take care of staff needs for a few years, it gives little space for a larger staff.

The Women's Rest Room is without a window or other visible means of ventilation.

Running water in the Repair Room is a necessity.

### Basement.

There is no major criticism of the lay-out for the basement. Would it be possible to avoid that long walk from the tunnel to the Passenger Elevator? It seems to me that it might be possible to move the elevator to the other side of the hall. The plumbing stack would have to be rearranged, but I think it could be done.

The dark room is rather small and some means of ventilation is necessary. Running water is necessary in the dark room and also for the photostating, though both processes would probably use the same washing tanks. The Indiana State Library has a good lay-out for their rooms.

## ILLINOIS ARCHIVES BUILDING.

### Criticisms of the Preliminary Plans

Although the building will be twice as large nearly, as the Maryland Archives Building, (Maryland 79' X 77', Illinois 152' X 69'), the administration rooms in the Illinois building are smaller and less convenient. I think the basic difficulty is an attempt to crowd too much into the first floor. The successful attempt to keep the public out of administrative rooms is too great a price to pay. I would suggest a restudy with the following purposes in mind:

#### 1st Floor:

Eliminate public toilet rooms from first floor. The Museum as at present planned is nothing but an anteroom to a public comfort station, and is unsuitably shaped for Museum purposes and undignified. Since the general public will have no real business in the building, the public toilet rooms will be most used by state employees using the storerooms. It would therefore be practicable to put them on the second floor, or in the basement. It will probably be impracticable to make the stairs wholly private. Probably the ideal arrangement would be to keep the present lay-out of stairways (perhaps in a different location is necessary

CATALOG RULES--ILLINOIS STATE ARCHIVES, 1938 AND 1939 (REVISION No. 1)

ILLINOIS STATE LIBRARY

CATALOG RULES: SERIES

for

ARCHIVES MATERIAL

Springfield, Illinois  
1938

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## INTRODUCTION.

The Illinois State Library printed a tentative code for its archival cataloging in 1936. This pamphlet has been out of print for some time. Since 1936 much study has been given to archival cataloging problems by the National Archives, by state archivists and particularly by the Historical Records Survey of WPA. This work has rendered obsolete considerable portions of the published Illinois code.

The Society of American Archivists, organized in 1936, has had a Committee on Classification and Cataloging since 1937, comprising the following members:

Margaret C. Norton, Illinois State Library, Chairman.  
Reginald B. Haselden, Henry E. Huntington Library and  
Art Museum  
Roscoe R. Hill, The National Archives  
John R. Russell, The National Archives

This committee has devoted itself during the past year to the task of preparing a basic code for the cataloging of archival series, to be presented to the second annual meeting of the Society. The members of the Committee feel, however, that archival cataloging is still in the experimental state and that a general code, applicable to all types of archival establishments cannot be written at this time. They suggested that instead the chairman undertake the revision of the Illinois cataloging rules with the assistance of the Committee, and that this revision be submitted as a partial report for 1938.

The following rules, therefore, are submitted as a tentative code, frankly limited to the type of material to be found in one state archival institution, and it is limited to the cataloging of series. The chairman wishes to thank the other members of the Committee and especially Mr. John R. Russell, chief of the Cataloging Division of the National Archives, for criticisms and helpful suggestions. Dr. Luther H. Evans, National Director of the Historical Records Survey and his editors and state directors, especially Mr. Alston G. Field and Mr. Howard E. Colgan of Illinois, have given invaluable assistance through personal suggestions, providing copies of editorial rules and furnishing copies of published inventories.

Criticisms and supplementary rules and examples which other archivists can suggest to the Committee will be most helpful in compiling the Society's official code for submission at the next annual meeting.

Margaret C. Norton  
Superintendent, Archives Division  
Illinois State Library  
and  
Chairman, Committee on Cataloging  
and Classification, Society of  
American Archivists.



ILLINOIS STATE LIBRARY  
ARCHIVES DIVISION.

CATALOG CODE: SERIES.

1. The archival catalog is primarily an inventory list to which analyticals, subject headings and cross references are added to facilitate the location of material under various headings.
2. Archives are classified in accordance with the principle of provenance - that is, all items relating to the business of the department which made them a part of its records, are kept together in series of bound and unbound documents arranged in accordance with the functions they represent. The main entry is always a corporate entry. The name of the department in which the documents were filed as a part of its recorded business, not the source from which the individual documents originated is used for the main entry. Thus, an original letter from the Governor to the Secretary of State would be classified as a part of the archives of the Secretary of State and not under the Governor as author. The unit of cataloging is not the volume as in a library, but the series, which may consist of one document or thousands of documents. Within the departments the classification is by function, not by subject, as in the case of a library, and the assignment of the series to its place in the classification scheme must precede cataloging.
3. Despite these differences, the archival catalog should, so far as possible, follow a pattern similar to that of a library catalog, so that persons accustomed to library practices can use these bibliographical tools with the minimum confusion. The rules which follow, therefore, are based upon library cataloging codes and symbols so far as possible. The most noticeable departures will be found in the substitution for the author entry of a departmental entry using the name of the department in which the documents were filed; the insertion between the main and title entries of classification words indicative of function and subject, and the substitution of a date and quantity note for the imprint and collation (except for printed series), and the difference in detail in the bibliographical notes. The unit of cataloging is the series (see below under heading: The Cataloging Unit: The Series.) Individual documents or allied groups of records in a general series are cataloged as analyticals. Filing under departmental and functional headings is by date rather than alphabetically by title. Subject and other secondary entries and cross references, in general follow library practice.

The Card Catalog: Its Composition.

1. The card catalog is composed of the following parts:
  - A. Guide cards.
  - B. Main departmental entry cards.
  - C. Secondary cards.
    1. Secondary departmental entry cards.
    2. Function-subject cards.
    3. Subject cards.
    4. Date cards.
    5. References.
    6. Historical and bibliographical cards.
    7. Analyticals.

## The Cataloging Unit: The Series.

The unit of entry is the series. The series is a grouping of allied material filed as a physical entity by the department of origin. A series usually reflects less the logical arrangement of material on allied subjects than the office organization at the time the series was started and discontinued. Generally a newly created department keeps all its records in two general series - correspondence and miscellaneous. As the department expands, clerks in charge of certain phases of the work start individual files relating to their own functions. A change in the law relating to the department or a mere change in administrative personnel often results in old series being discontinued or new ones set up. Occasionally a department reorganizes its present day files and re-sorts its older series to conform.

The important thing to remember about the series is that its origin is in the department of whose archives it forms a part. Because the principle of provenance is vital in dealing with archives, the classifier keeps each series, no matter how illogical in origin, inviolate as a series. Even when the entity of the series has been deranged or destroyed, the archivist attempts, so far as possible, to restore it. He may, in the interest of more efficient reference, refile the contents of the series, though even this is frowned upon by purists. The classification scheme attempts an arrangement reflecting the functional relationships within the groups of series.

Analyticals. Individual items or allied functional or subject groups which form a part of a series, are cataloged as analyticals. Individual documents independent of a series (for instance, a Constitution or a one volume record which does not tie in with other volumes to form a series) are cataloged in accordance with the rules for a series. Calendar cards, being index cards not conforming to catalog format, are never filed in the catalog. The cataloger makes a reference to the separate calendar file as to any other index.

Sub-series. A sub-series, as its name implies, is a subordinate part of a general series and which is not classified as a separate series because such a separate classification would throw it out of its true functional relations. For example, the correspondence of the Corporation Department of the Illinois Secretary of State's office, kept separate from the general correspondence files of the Secretary of State for a few years only, is classified as follows:

Secretary of State. Index dept. (The department which  
files the general correspondence,  
Correspondence: Corporation dept.

not  
Secretary of State. Corporation dept.  
Correspondence.

Cross references are of course used to guide the person who might look under the second of these headings.

## A. GUIDE CARDS AND FILING.

Cards in an archival catalog are arranged in dictionary form similar to that of a library catalog, except that titles under departmental and function-subject entries are arranged chronologically.

Arrangement of cards is in the following order:

1. Departmental entry: arranged alphabetically
2. Divisions under a department: arranged alphabetically
3. Function: arranged alphabetically
4. Sub-function or subject: arranged alphabetically
5. Titles: arranged chronologically by earliest date of series, making no distinction between main and secondary cards.

Guide cards play a much more important part in an archival catalog than in an ordinary library catalog, because they simplify and make automatic a necessarily elaborate filing system.

Besides the usual alphabetical subdivisions of a library catalog, special guides are made for countries, towns, state departments and institutions, with other guides for subdivisions under those headings. Such special guides should be of distinctive color and assigned to special positions in the drawer. The following arrangement will be used in the Illinois archives:

Arrangement of guides in the drawers:

1. Alphabetical guides, 5th cut, buff, using 4th and 5th positions.
2. 3d cut guides, 1st position. Blue for names of departments, institutions, etc.; salmon for geographical guides.
3. Secondary guides subordinate to the departmental guides; 3d or 5th cut (depending on length of heading used), buff, middle position.

Such guides are particularly used for the following classes of material:

- a. Elective officers.  
Filing is under the following classifications:
  1. General series.

ILLINOIS EXAMPLE: Secretary of state. Index  
dept.  
Letter books. 1865-  
1913. 267 v.

2. By administration.  
(See explanation under heading SECONDARY CARDS: Date cards)

Beneath the tab on the face of the guide are given the full name of the officer and the exact dates of his incumbency.

ILLINOIS EXAMPLE:

Secretary of state. Kane. 1818-22

Elias Kent Kane.

Oct.6, 1818

Resigned Dec.16, 1822

3. Alphabetically by sub departments and divisions.  
Each of these sub departments is treated separately and the items on the series cards are not repeated as analyticals under the individual administrative guides.

ILLINOIS EXAMPLES:

Secretary of state. Executive dept.

Secretary of state. Index dept.

b. Institutions.

Where institutional series are arranged from the historical point of view (see below under Departmental entry. Institutions) guides are made for the various names under which the institution has functioned.

c. General Assemblies (and other legislative bodies)

1. 5th cut guides, buff, 4th position, give the year date of each session and for special sessions, the number of the session.

ILLINOIS EXAMPLES: 1933

1933. 1st spec.

1933/34. 2d spec.

1934. 3d spec.

1934. 4th spec.

On the face of each guide card, below the tab, are given the number of the General Assembly and the exact dates of convening and adjournment.

ILLINOIS EXAMPLES:

1897

40th General Assembly  
Convened Jan.6, 1897  
Adjourned June 4, 1897

1897/98

40th General Assembly  
Special session  
Convened Dec.7, 1897  
Adjourned Feb.24, 1898

1907/08

45th General Assembly  
Convened Jan.9, 1907  
Recessed May 16-Oct.8, 1907  
Adjourned May 23, 1908

2. Secondary guides. 5th cut, buff, 5th position. General cards are filed immediately behind the general session guide and preceding these secondary guides.

The following secondary guides are used:

House  
Joint committees and sessions  
Senate  
Commissions etc. created by  
    (i.e., Special committees, com-  
        missions, etc. created by)  
Reports to  
Vetoos

B. MAIN ENTRY CARD.

- . The main entry card gives the following information:
1. Location or call number
  2. Departmental entry
  3. Function (with sub-function and/or subject)
  4. Title
  5. Inclusive dates and quantity
  6. Bibliographical notes and description of contents
  7. Tracings to secondary cards

B.1. Location or Call Number.

5. To locate the various series shown in the catalog, the catalog card needs a location number which will remain the same no matter how frequently the series may be shifted physically. Librarians employ a call number which consists basically of a subject classification code number, followed by a "Cutter" number which locates a book within a classification. Archival series vary so greatly in size, shape, quantity and rate of expansion, even within a series, that their physical arrangement within the vaults can hardly follow the classification scheme. However, this difficulty can be overcome by keeping an up to date index of locations in relation to the classification numbers. The European system of fixed location numbers for archival series is inapplicable to American conditions because it implies closed series and even closed classifications.
6. Apparently no archival establishment in this country has as yet devised a call number system universal in its application. The National Archives is working out its call numbers with a view to coordinating them with existing schemes used by the departments from which they received the series. Probably most state and local archivists will find no such elaborate intra-departmental devices and can make up their own systems without regard to any but their own classifications.
7. Illinois is experimenting with a call number to be made up of the following elements, though the details have not yet been worked out satisfactorily:
- 1st line. Capital initial or abbreviation for major department, followed by a dash (-) and the sub-division initial or abbreviation (Possibly a Cutter number)
  - 2d line. Function-subject represented by a code initial, followed by a number to represent the series number in the classification system.
  - 3d line. A code letter or symbol to signal whether the series is filed with the bound or unbound records, and if unbound, whether in Cap, Letter, Card or Map drawer. This refers to a purely local arrangement of records within a vault.
8. To avoid frequent shifting of large series subject to expansion, it is often desirable to cut arbitrarily through a series with a date line, arranging earlier records in a semi-fixed location. This would be signalled in a call number by designating, for example, all records prior to 1917 as A series, records later than 1917 as B series.
- 4th line. The volume number, date, etc. (Used on analytical cards only)
9. Typing. The call number is typed at the extreme left hand corner of the card, beginning on the first line ( $\frac{1}{2}$  inch from the top). Use one line to an item and keep within the one inch margin.



## 2. Departmental Entry.

20. Archival series are entered under the name of the department of origin. By department of origin is meant (in this code), the department which gathered the items into series as a record of its business transaction. The term does not apply to the department which was the author of individual documents in the series.
21. The following rules for departmental entry apply to series only (including sub-series). They do not apply to analyticals for individual documents or groups of documents within the series.
22. Library rules for entering printed "public documents" are based upon the author relationship while the archival catalog entry is based upon the collecting activities of the department. Theoretically, therefore, library entry rules cannot be followed; practically, however, many of the forms of entry worked out through long experience are analagous and can be applied to archival departmental entry.
23. The departmental entry for a series comprises two parts - the geographic origin of the series (the name of the country, state, province, county, municipality, military or judicial district, etc.) and the legal name of the department.
24. Typing. The departmental entry is begun on the first horizontal guide line of the card (one half inch from the top), at first indentation (one inch from the left margin of the card.) If the entry requires more than one line, begin all lines after the first at second indentation (four typewriter spaces in). Capitalize the initial letter of each geographic name, the initial letter of the first word of each department and sub-department in the departmental entry, also proper nouns. Separate the geographic, departmental and sub-departmental entries by periods followed by two typewriter spaces, but avoiding double punctuation. Common abbreviations may be used, such as U.S., Ill., dept., div., etc.

### Geographic Origin.

25. Unless otherwise stated on the card it is assumed that all series were compiled by the governmental unit to which the archives department belongs. Therefore the geographic designation is omitted on the catalog card (being implied) except for series deposited by some other governing body, such as county or federal archives on deposit with the state archives.

**EXAMPLES:** Archives in the Illinois archives department would be entered as follows:

Secretary of state. (meaning Illinois.  
Secretary of state)

Cook county. County clerk (i.e., Illinois.  
Cook county. County clerk)

U.S. Land office (i.e., U.S. Land office records on deposit in the state archives)

These same records, if they should happen to be found instead, in the National Archives, would be entered as follows:

Illinois. Secretary of state.

Illinois. Cook county. County clerk (or the more direct entry might be used, depending upon cataloging policy: Cook county (Illinois). County clerk.

Land office.

26. Government owned corporations, such as the British Broadcasting Corporation, the Reconstruction Finance Corporation and the Home Owner's Loan Corporation, are entered directly under the name of the corporation, no geographic entry being used or implied.
27. Institutions mainly supported by regular appropriations are treated as other governmental departments, the geographic entry being implied for an institution in the archivist's own government; and expressed if belonging to another state or governmental organization.

ILLINOIS EXAMPLE: University. (Illinois implied)

If cataloged in another state or the National Archives:  
Illinois. University.

28. Institutions operated by the government but founded by a fund or endowment should similarly be given the geographic entry, expressed or implied, for that government.

EXAMPLE: U.S. Smithsonian institution.

Legal Name of the Department.

29. Enter under the legal name of the most direct independent agency, inverting headings to bring key words first.

EXAMPLES: Agricultural department  
not  
Department of agriculture

30. Use the name of the office rather than the title of the officer unless that title is the only name of the office.

EXAMPLES: Agricultural department  
not  
Secretary of agriculture  
  
but  
Auditor of public accounts

Secretary of state (in Illinois. In the federal government the entry would be State department)

31. No general definition can be given for the term "independent agency" in its use for purposes of entry. Each archivist should formulate his own policy, based upon the degree of independence or coordination of the various departments of his own government.
32. In the case of a closely integrated governmental organization such as Illinois has with its Civil Administrative Code, the cataloger will tend to use broad headings, entering under elective officers, code offices and the relatively few independent agencies such as the Civil Service Commission. Names of subordinate departments are given as subordinate headings. In Illinois, for instance, the Secretary of State is given by law the duty of chartering corporations, not the Corporation Department which is an administrative division set up by him to do the work. Hence all publicity is issued by the Secretary of State and all correspondence signed in his name. Manifestly, therefore, the records of the Corporation Department, even though it is a very large and important state department, are entered under the heading:  
Secretary of state. Corporation department.  
On the other hand, the State Library of which the Secretary of State is State Librarian, is entered directly under the heading State Library, because the law directs the State Library, not the Secretary of State, to perform certain duties.
33. In the case of the federal government, however, with its innumerable bureaus grouped more or less promiscuously under cabinet officers, occasionally transferred from one cabinet office to another with little change if any in personnel, organization and policy, it is of course better to enter directly under the name, not of the major department, but of the next lower subdivision, the bureau, since that is the natural heading under which most persons would look.

EXAMPLE: Census bureau  
not  
Commerce department. Census bureau.

34. Offices and divisions within the agency chosen are used as sub-headings.

EXAMPLES: Aircraft production bureau. Science and  
research division. Chemical section.  
Census bureau. Agricultural division.

35. Make cross reference from major to minor agencies used for entry and from subordinate divisions to the main entry heading.

EXAMPLES: Commerce department. Census bureau  
see  
Census bureau  
  
Factory inspection division  
see  
Labor department. Factory inspection division

36. Administrative units which have little meaning if separated from the major department are treated as subordinate to the major department.

EXAMPLES: State department. Research and publication division

Treasury department. Chief clerk and superintendent.

37. Institutions. Educational, penal and charitable institutions have frequent changes of name and the names are seldom sufficiently descriptive to form a convenient basis of approach for the catalog user. For instance, an Illinois institution for feeble-minded has had a variety of names, the latest being "Lincoln State School and Colony." A penal institution for short term offenders is known as the "Vandalia State Farm", a reformatory as the "St. Charles School for Boys", insane hospitals as "State hospitals", and teachers' training schools variously known as "State College for Teachers" and "State Normal University."

38. Such institutions are entered under a functional heading and the various institutions under that heading are differentiated by the names of the towns in which they are located, followed by the legal name of the institution. For treatment of changes of name see below under the heading "Changes in Governmental Organization Affecting Departmental Entry." This functional entry used as a main departmental entry groups together in the catalog all institutions doing similar work, keeps together series appertaining to the same institution despite its various changes of name, and obviates the necessity for duplicating cards under functional and subject headings.

ILLINOIS EXAMPLES: Feeble-minded institution. Lincoln.  
Lincoln state school and colony.

Reformatory. St. Charles. State  
school for boys.

Insane hospital. Jacksonville.  
Central state hospital.

39. Suitable cross references are of course made from the name of the institution to the functional entry.

ILLINOIS EXAMPLE: Boys, State school for. St. Charles  
see  
Reformatory. St. Charles. State  
school for boys.

40. Legislative bodies. The records of each General Assembly or Congress are entered under the following items of entry:

Name of the body  
Its number and session number  
Year dates for the session. Use the slanting line (/)  
between inclusive dates to indicate a continuous session.

ILLINOIS EXAMPLES: General Assembly. 59th. 1935

General Assembly. 59th. 1st spec.  
sess. 1935/36

General Assembly. 59th. 2d spec.  
sess. 1936.

41. Appropriate sub-headings are added to the above, such as House; House. Committee on elections; Senate; Senate. Committee on judiciary; Joint session; Joint committee; etc.
42. Legislative Commissions. Legislative commissions are entered under the key word of the name of the commission, followed by the inclusive dates for its existence.

ILLINOIS EXAMPLES: Aerial navigation commission. 1929-31

Buy-Illinois-products commission.  
1929-31.

43. Legislative Committees. Legislative committees are entered under the General Assembly or Congress creating them, regardless of the date at which they are supposed to report. Thus, an investigating committee created by one General Assembly with instructions to report to the next General Assembly, is entered under the earlier General Assembly because it is the creature of that General Assembly and not of its successor.
44. Standing committees, such as the Foreign Relations Committee of the U.S. Senate, are frequently continued from one session to another with the same clerical staff, organization, functions and even use continuing series. Legally, however, such committees are created for the life of each Congress only, and should be entered under the appropriate legislative session number. Series overlapping from one session to another should be broken up for cataloging purposes if necessary, to indicate legally correct relationships.

ILLINOIS EXAMPLE: General Assembly. 28th. 1873/74.  
House. Committee on insurance.  
Proceedings. 1873-81. 1 v. Q.

Contains Proceedings for Committees on insurance for the 28th (1873/74), 30th (1877), 31st (1879) and 32d (1881) Houses of the General Assembly.

Added entries are made under each of the other General Assemblies.

45. Enrolled Laws. A case might be made out for entering enrolled laws under the General Assembly which passed the laws, the Governor who made them laws by his signature, or the Secretary of State who has the legal custody after passage. Since they are kept together in one series, the most satisfactory treatment is to enter them under the form heading used by libraries: "Laws, Statutes, etc." This permits filing of cards for manuscript originals, printed copies, codes, statutes, etc. together in the catalog in accordance with use requirements. A secondary entry is made under the General Assembly which passed them.

Mr. Russell, Chief of the Cataloging Department of the National Archives comments:

"I am still doubtful about the matter of entry for laws and for constitutions. I feel that some provision should be made for an entry under the agency which has assembled the series of laws or constitutions. If a form entry is to be used for the main entry, as you suggest, then I should like to see a provision for an added entry under the agency that has had the laws or constitutions in its files, in order that one may find a complete listing of all the archives of the agency in the catalog."

The chairman of the S.A.A. Cataloging Committee continues to feel that experience has justified the use of the form entry for the Enrolled Laws and the Constitution, but concedes the point in relation to secondary entry under the agency of custody, who in Illinois, is the Secretary of State.

46. Legislative bills in original and engrossed form and vetoed bills are classified and cataloged as legislative series.
47. Constitutions. The Constitution in force, earlier Constitutions and proposed Constitutions which have been rejected by vote of the people, are invariably given to the State Department as agency of custody. They may be classified under the State Department as a matter of convenience, but Illinois does not catalog them under that department. (See comment above under Enrolled Laws.)
48. Constitutions are entered under the direct heading "Constitution", followed by the date. The word "rejected" in brackets is used for Constitutions never in force.

ILLINOIS EXAMPLES: Constitution. 1818  
Constitution. 1848:  
Constitution (Rejected). 1862  
Constitution. 1870.  
Constitution (Rejected). 1922

49. Constitutional amendments take the form of legislative enactments later voted upon by the people. Such amendments form a part of the Enrolled Laws and do not constitute a series. If cataloged they are treated as analyticals.
50. Constitutional Conventions. The State Department is usually the agency of custody and the Secretary of State is often made the Secretary of the Convention. Such Conventions, however, are classified separately. Entry for series belonging to a Constitutional Convention would be under the heading "Constitutional Convention" followed by the inclusive dates during which it met.

ILLINOIS EXAMPLE: Constitutional convention. 1920-22

51. Courts. Enter series belonging to courts under the legal name of the court, followed (where appropriate) by the number of the district.

EXAMPLE: Circuit court. 5th district.

52. Clerks of courts. Differentiate between the duties of a clerk of a court to keep a record of the proceedings of that court (which should be entered under the name of the court) and that clerk's duties as an administrative officer (the records for which are entered under the title of the officer). Such dualism of function is most common in the case of county officers.

EXAMPLES: County court.

Bar docket

County commissioners, Board of  
Proceedings

County clerk  
Register of marriages

53. Interstate Commissions. Enter interstate commissions under the legal name for the commission in the government of which the archives forms a part, if the commission is between that and another government. For instance, the same board may be known in Illinois law as the Indiana-Illinois Boundary Commission, while in Indiana law the same commission would very likely be known as the Illinois-Indiana Boundary Commission, or some other variation of that title.

54. Joint Federal and State or State and County Boards. If the appropriation for the support of a state board is made by the federal government to the state as a grant in aid, the state archivist would enter under the name of the state board; the National Archives would enter under the federal board unless the federal government took no control of the administration of the board except to make and approve expenditures of appropriations made to the state.

Changes in Governmental Organization Affecting Entry.

55. Basically the catalog attempts to list for the user all the records kept by a given departmental agency. Serious problems are met with in accomplishing this because of frequent changes in governmental organization - transfers of divisions and redistributions of functions between departments - complicated by the fact that there is often no corresponding change in series affected.
56. The cataloger may in such cases enter a series under the office which had custody of the series at the time of transfer to the archives, making secondary cards under each departmental name covered by the inclusive dates. Bibliographically this is the most accurate method, but it results in an excessive duplication of cards.
57. As a general rule it is sufficient to make a reference instead of added entries, and to rely upon history cards to make clear to the catalog user the changes which took place.
58. Departmental reorganizations may take various forms. In the following rules it is assumed for clarity of explanation that there are breaks in series corresponding to these departmental changes.
59. 1. Department abolished and functions discontinued.

This occurs most frequently in the case of commissions created to accomplish certain tasks within a limited period. Occasionally however, regular departments may be affected.

ILLINOIS EXAMPLES: Service recognition board  
Discontinued 1927 with expiration  
of time limit for application for  
soldiers' bonus. Records transferred  
to custody of Adjutant General.

Claims commission.  
Created 1877. Declared  
unconstitutional 1903 and dissolved.  
Records to Auditor of Public Accounts.

Fox Chain of Lakes and River  
Commission.  
Created 1933. Made its final report  
and discontinued 1935. ✓

60. Enter closed series belonging to such discontinued departments under the name of that department, not under the department given custody of the records.

ILLINOIS EXAMPLES: U.S. Land office. Illinois offices.  
Land records.

not

Auditor of public accounts.  
Record of federal land offices  
in Illinois, deposited with  
Auditor.



61. Make a cross reference with explanation, from the name of the custodial office to the office in which the series was formed.

ILLINOIS EXAMPLE:

Auditor of public accounts  
Records of federal land offices  
in Illinois

see

U.S. Land office. Illinois offices.  
Land records.

The United States transferred  
records of closed federal land  
offices to the State of Illinois in  
1861; Auditor named custodian in 1865.

62. Such closed series are entered under the name of the discontinued office even though the office to which they have been transferred may be authorized by law to issue certified copies.

63. 2. Department absorbed in part or in whole by another department; Functions divided among several departments. Work continued by an existing or a newly created department.

ILLINOIS EXAMPLES:

Board of administration.  
Created 1909; reorganized 1912;  
abolished 1917; functions taken over  
by Department of public welfare.

Game and fish conservation commission.  
Successor (1913) to State game commission and Board of fish commissioners. 1917 abolished and Department of agriculture vested with powers of. 1925 Department of conservation created.

Treatment of entry in such cases depends upon the degree of reorganization involved. If there is a clean break, signified by a new legal code relating to the functions involved, or a marked reorganization of the department, enter closed series under the original department rather than its successor, making appropriate cross references. Otherwise enter under the name of the department taking over the functions of the original department.

3. Name or location of a department or institution changed with or without a reorganization of functions.

64. This occurs most frequently in the case of an educational, penal or charitable institution. Enter under function and location as described under general rules for entering "Institutions."

65. There are two possible points of view in cataloging such institutional records. It may seem desirable to bring out in the catalog the historical evolution of the institution as shown by

the different types of records kept at various times. In such case the exact name of the institution at the time the series was formed will follow the function-place entry, and all cards filed in strict chronological order. If the various series are of greater interest from the functional point of view, one name, generally the latest, is used as entry for all series, irrespective of the bibliographical inaccuracy that it is less correct to accredit to a later organization a record kept by an earlier form of that organization. If the institution remained the same, only the name changing, this arbitrary use of one heading is justifiable and more simple both for the cataloger and the user.

66. In Illinois where some of the state institutions grew out of pioneer experimentation on the part of private organizations, the historical approach is used for all state institutions for the sake on consistency in catalog forms, each series being entered (after the functional-place part of the entry) under the exact name at the time the series was started. All series relating to a given institution are therefore filed in chronological order under the general heading of function and place making the various names merely punctuation marks, so to speak.

67. 4. Private institution taken over as a governmental organization or vice versa.

ILLINOIS EXAMPLE: 1865 Chicago Charitable Eye and Ear Infirmary chartered as a private institution  
 1867 Received a state appropriation for treatment of charitable cases  
 1871 Buildings destroyed by fire  
 1872 All property transferred to State. Reorganized and name changed to Illinois Charitable Eye and Ear Infirmary (a State institution)

Enter all series prior to state ownership under the original name, later series under the latest name. Where there is no corresponding break in the series, enter under the latest name with explanatory reference or secondary card under the earlier name.

68. 5. Department shifted from one major department to another.

Ordinarily a department so shifted can be treated as an independent agency for purposes of entry and such a shift provides no particular problem of entry.

69. When such a shift occurs in connection with a consolidation of agencies, such as happened under the Illinois Civil Administrative Code of 1917, it is generally best to consider this as a clean break and to enter all series and parts of series anteceding the change under the old name and all later ones under the major department with the division as a sub-head. Where there is no

actual break in the series, as for instance, in the case of a file kept alphabetically, enter the series under the new organization heading and make an added entry under the original name of the department.

70. 6. Functions of a department declining in importance or disappearing, with or without repeal of enabling legislation; new functions with or without legal sanction.

Frequently the origin or disappearance of a function can be traced only through appropriations made for salaries for clerks to perform the function.

ILLINOIS EXAMPLES: Horse shoers examining board.  
Becoming increasingly inactive,  
though the board may not be formally  
dissolved for many years.

Accounting Division of the Secretary  
of state.  
Set up in 1926 as a matter of office  
efficiency. Never formally  
sanctioned by law.

Adjutant general.  
Received appropriations for clerk  
hire for compiling soldiers' burial  
records for some years before that  
duty was formally added to the law  
describing the duties of the  
Adjutant General.

71. Such changes offer no particular problems of entry. The disappearing department is presumed to exist until formally discontinued by law and so long as series remain open.
72. The mere delegation of a clerk or clerks to perform some duty not specifically given to the department by law, as in the case of the Adjutant General as cited above, would not justify treating this as a department for catalog entry, even though a division was later created by law and the series started earlier continued. An artificial break should be made in the series for catalog purposes, entering pre-departmental records under the department in which they were kept, and the series of the later date entered under the new department.
73. An exception would be made in the case of a series, such as one kept alphabetically, where a chronological break could not be made for cataloging purposes. In that case, the series date would of course be the beginning of the series and the fact that the series antedated the origin of the department, made clear in a bibliographical note.
74. In the case of an unofficial department reorganization such as resulted in the creation of the Secretary of State's Accounting Division which started new sets of series, obviously this new

division would be entered as a subordinate division to the major department, even though unauthorized by law.

75.        7. Functions of a Department taken over in whole or in part by a higher or lower government.

States tend to assume regulatory powers once exercised by local authorities, while the federal government increasingly encroaches upon functions claimed as "state rights". Such changes in governmental organization are of course reflected in the series kept by each. Such a change, however, practically always results in a clean break in series, the older records generally remaining with the department formerly exercising the functions concerned. No problem of entry therefore arises. If such a problem should be involved, the entry would be treated as in the preceding paragraphs.

76.        Effect of Changes in Governmental Organization upon Series.

1. The same series may persist through any or all of the above changes in departmental organization. In such cases the main entry card would preferably be under the latest name of the department, with secondary departmental cards or references under other departmental names covered by the date of the series.

ILLINOIS EXAMPLE: The "Official Papers" of the Insurance department (composed of records relating to charters and permits) have been kept in one series through a number of changes in departmental organization - under the Auditor of Public Accounts, Superintendent of Insurance, Department of Trade and Commerce, and Insurance Department.

77.        2. Most series start as miscellaneous files of all records of a department, later being broken up into a number of separate series. Enter each series under the latest name of the department under which the series was kept, with secondary departmental cards for each different departmental name or organization.

ILLINOIS EXAMPLE: Secretary of State. Executive file. This started as a miscellaneous file of papers received from the Governor. Separate series broke off from this from time to time, such as notary public bonds, notary public petitions, trade mark records, certificates of qualification, etc.

78.        3. A series may be combined with a later series, or it may be discontinued, or the contents may be thrown back into a general series, as functions increase and decline in importance. In such cases it is probably best to enter the series under the department or division under which the series reached its maximum importance.

ILLINOIS EXAMPLE: Secretary of State. Anti-trust records. From about 1900 to 1919 the Secretary of State maintained a separate department, the Anti-trust department, for the enforcement of anti-trust laws. Gradually this function declined in importance and from 1919 the work was absorbed by the Corporation department. Not only were the series gradually discontinued but the separate anti-trust affidavits required by law became a mere paragraph in the annual corporation report.

### B.3. Function.

79. The primary classification of a series is by the department in which the series, as a series, originated. This gives the departmental or main entry. The secondary classification is by the governmental function of which the series is an expression, as, for example, the duty of the county clerk to record election returns, vital statistics and official bonds; or of the Governor to keep certain criminal records relating to his pardoning powers. This functional classification may be, and generally is, further sub-divided by sub-function or subject.

EXAMPLES: County clerk.

Vital statistics: Births  
Marriages  
Deaths

Governor.

Criminal records: Convict registers  
Executions  
Extraditions  
Pardons and paroles  
Restorations to citizenship

80. The secondary, or functional entry, is given on the line immediately following the departmental entry, at second indentation. A colon separates it from the sub-function or subject which follows immediately. Second indentation is kept if the functional entry takes more than one line.

81. Occasionally a department has but one function, usually obvious from its name. In such cases the functional entry may be omitted. The point of using a functional entry is to bring together in the catalog all entries relating to the same function, because the titles are not sufficiently distinctive and calls are from a functional angle primarily. Where such a grouping adds nothing to the convenience of use, it is unnecessary to use the function wording on the catalog card.

EXAMPLE: General Assembly. House.  
Journal.

82. Frequently there is a choice between functional descriptions. This has presumably been decided by the classifier before the series has come into the cataloging department. Shall the classifier classify marriage records for instance, as an expression of licensing power or as a duty to keep vital statistics? A study of the wording of the law and the primary purpose of keeping the record will generally determine the proper classification without much question. Make a cross reference from the function not chosen to the one used.

B.4. The Title.

83. Since manuscript documents have (except rarely) no title pages or other formal titles, it is necessary for the cataloger to manufacture the best possible title for the series. This title may be taken from the binder's title (in the case of bound volumes), from captions on the documents, or it may be the cataloger's own wording to describe the nature of the series.
84. If the title is taken from the binder's title, the cataloger should supply words (enclosed in brackets - [ - ] -) needed to correct or clarify the label.
- EXAMPLES: Supreme judicial court dockets , pending appealed cases ,  
Supreme judicial court records , completed appeal cases ,  
Insane records , commitment applications and orders ,
85. The title should be a concise accurate legal designation for the series. A more detailed description of the subjects included may be given in the notes. The title must be so phrased as to leave no question as to whether the series consists of original documents, records of originals on file (such as transcripts, digests, tabulations or memoranda of official recording), or registers of official acts of the department.
- EXAMPLES: Marriage certificates  
Record of marriages performed  
Register of marriage licenses issued.
86. The opening word of the title should preferably be a descriptive type word, such as affidavit, journal, proceedings, minutes, docket, etc. The cataloger should use these terms in their precise legal meaning, in accordance with definitions prepared by the Committee on Terminology of the Society of American Archivists.
87. If the original label of the series employs an inaccurate type word, make the correction in brackets.
- EXAMPLE: Record [i.e., Register, of marriage licenses.
88. The title is written on the line next after the functional entry, starting at second indentation. The first word of the title is capitalized, all others (except proper names) being written in lower case. If more than one card is required, stamp or type at the lower right hand corner of the card "See next card." Repeat on the second or continuation card, the departmental, function-subject and title entries in regular form, skip one line and continue on the succeeding line. Stamp or type "Card 2" (or 3, 4 or as the number may be) at the upper right hand corner of the card. Tie together all cards belonging together with heavy linen-type thread.

89. Abbreviations are used in the title only where they actually occur in the original label of a bound record volume. If not obvious, the missing letters should be supplied in brackets.
90. Variations in the title. Choose the most accurate and expressive title, preferably the latest title (always in the case of an open entry), or the title covering the longest and most important period. All variations, with their inclusive dates and quantities, are given in the notes.
91. Distinctive nicknames and customary abbreviations of the title may be listed in the notes and cross reference made from them.
92. A subtitle is any descriptive wording on labels other than that of the title itself, or other than that of a title variation. A typical example is that of assessors' books, frequently subtitled by the name of the township. Frequently, however, types of records which have formed a part of a miscellaneous file, are after a time continuously numbered, but at some time divided into "chancery", "divorce", "criminal" and "civil" proceedings. These parts should not be regarded as subtitled divisions of the circuit court record, (or divisions with variant titles), but rather as separate series.
93. Printed documents (series) are cataloged in accordance with library cataloging rules, except that the departmental and functional entries follow archival practice. The type word should precede the title found on the title page unless it happens to be the first word on the title page. Cards for printed documents are filed immediately after the cards for their manuscript originals. A printed document belonging in a series, but not itself an independent series, is cataloged as an analytical.
94. Photographic copies (including photostats, micro-films and their enlargements) are treated like other editions of the original would be if they were library books. Ordinarily they are not given separate cards, just as in the case of library books.
95. Separate indexes are cataloged separately and cards for them are filed immediately after the cards for the series indexed.



B.5. Dates and Quantities.

96. The dates and quantity of the series follow the title, separated from it and from each other by a period and two type-writer spaces.
97. Inclusive dates covered by the series in the archives department are used. Unless the series begins and / or ends with the calendar year, use the month, and for full cataloging, the day of the month) as well as the year. Use library abbreviations for the months:
- Ja, F, Mr, Ap, My, Je, Jl, Ag, S, O, N, D
98. Connect opening and closing dates with a dash (-) to indicate inclusive dates. Use the slanting line (/) to indicate a unified session of a legislative body, or the fiscal year.
- EXAMPLES: General Assembly, 1820-22  
                  *i.e.*, more than one session,
- General Assembly, 1820/21  
                  *i.e.*, a single session convening in 1820  
                  and adjourning in 1821,
- Vouchers 1921-33  
                  *i.e.*, calendar years,
- Vouchers 1929/31  
                  *i.e.*, fiscal biennium,
99. The first two digits of closing dates are omitted when the opening and closing dates are in the same century, except when the earlier date ends in a double zero.
- EXAMPLES: 1792-1928  
                  1876-80  
                  1800-1896
100. When no definite date is found, use an approximate date if possible, enclosed in brackets. If the century is uncertain, use "n.d." (no date). If a date, either exact or approximate, is merely probable and not certain, use a question mark.
- EXAMPLES: *ca* 1890,  
                  190-,  
                  *n.d.*,  
                  1905?,
101. Missing dates are indicated and accounted for in the notes. See heading Notes.
102. Where the series is incomplete, either because part of the series is not in the archives department or because the series is an active file, write the dates for the incomplete part of the series which is in the archives department, in pencil, stating in the notes where the missing files are to be found. Signal

to the typist those parts to be written in pencil by encircling the figures.

EXAMPLE: 1875-1935

Note: 1935 -- in Corporation dept. office.

103. Do not use "to date" or "--" in quantity notes to indicate an open entry. Archival holdings must always be indicated exactly. A series may have been discontinued yet be an open entry so far as archival holdings are concerned. The danger of using general terms meaning "to date" is that the entry might never get marked closed after the discontinuance of the series and some person consulting the catalog and finding a series listed as an open entry might cause serious embarrassment by demanding access to non-existent records.
104. "--" may be used elsewhere on the catalog card to indicate "such and such a date and succeeding records in the series". It may also be used to indicate an entry which is legally still open but practically discontinued. In such case the date is immediately followed by a notation as to the last date of entry. For fuller explanation, see below under the heading Notes.

Quantity.

105. Bound volumes. Give the total number of volumes in the series, followed (in parenthesis) by a description of the volume notation if not strictly numerical. Use the following abbreviations:

v. for volume (s)  
f.b. for filing box (es)  
dwr.(s) for drawer (s)  
etc.

EXAMPLES: 3 v. (1 not lettered, B, B)  
7 v. (a 1, A-F)  
9 v. (A-H, J)  
8 v. (3 not lettered, B, grantor; 3 not lettered, B grantee)  
59 v. (A-Z, 1839-97; 1-5, 5-32, 1884--)  
2 v. (A, 1839-1914, 1839--)  
52 v. (50 not numbered, 1850--; 1, 2, 1872-89)  
19 v. (A, B, B-R)

106. The average size of volumes may be stated in the notes if size symbols are used, or, for more complete cataloging, the height, width and thickness in inches of average volumes is given. If symbols are used, these may follow immediately after the number of volumes. If more exact measurements are used it is best to relegate such information to the notes. Illinois uses symbols only:

D - duodecimal, under 20 cm. high  
O - octavo, 20 to 25 cm. high  
Q - quarto, 25 to 30 cm. high  
F - folio, over 30 cm. high

These symbols may be preceded by the abbreviations:

Nar. - narrow, with less than 3/5 height  
Sq. - square, width more than 3/4 height  
Obl. - oblong, width more than height

107. If symbols are used, give total and volume numbers in each size.

EXAMPLE: 7 v. (v.1-3, O; v.4, F; v.5-7, Q)

108. If inch or centimetre measurements are given use average approximate size for a series of volumes, noting only marked deviations from the average size.
109. The average number of pages of text is mentioned in the notes.
110. Unbound records. The method of measuring quantity is an unbound series has not been standardized.
111. The National Archives gives the number of filing inches.

Such a system of measurement is unsatisfactory when unfolded documents or documents of odd sizes are involved.

112. The Historical Records Survey gives the number and type of containers, with the height, width and thickness of the container given in the notes.

EXAMPLE: 6 f.b.

...  
f.b. 10 x 5 x 14 in.

113. In Illinois all equipment has been standardized as to size, so the number or fractional number of containers is used, referring to b. (box), C (cap size), L (letter size), M (cap size), 3 x 5 cd. dwr. (card drawer), 5 x 8 cd. dwr., etc.
114. Missing dates and volumes, with explanations for such lacks, and statement as to discontinuance are listed in the Notes. See explanation under heading Notes.

B.6. Bibliographical Notes.

115. The Historical Records Survey inventories give very full bibliographical and descriptive notes. Though desirable, such notes are apt to be too bulky for the catalog, requiring several cards to the entry. Illinois proposes to give essential bibliographical notes identically on main and general secondary cards, and to attach to the main entry card a continuation card giving other important though less essential notes. The secondary cards will be stamped "For fuller description, see Main Card."
116. Bibliographical notes relating to the history of the department are not used on the series cards, since that information is carried on the History Cards filed in front of all cards relating to the department.
117. Essential bibliographical notes given on all cards:
1. Missing records
  2. Discontinued series; prior and subsequent records; related records; parts of series not in the archives department
  3. Title variations
  4. Form if other than manuscript
  5. Indexes
118. Notes given only on the main card:
- a. Purpose and nature of contents
  - b. Arrangement
  - c. More detailed description of nature of series than that given under (4) above
  - d. Size of average volume and average number of pages of text; size of average container
  - e. Condition
  - f. Miscellaneous
119. 1. Missing records. The dates for missing records are always given, and if not indicated in the quantity entry and if ascertainable, the numbering of missing volumes or containers.
- EXAMPLE: 1840-79. 3 v. (1,5,6)  
          ...  
          [ note, Missing: 1848-63
120. Give only definite breaks in the series but do not attempt to account for the scatterings of individual documents which may be missing from the series. This information will be kept in the archival inventory records. In case allied documents have been removed from the series for special care, as, for instance, Lincoln manuscripts, this fact should be stated, along with a note as to where the items are to be found, or that such records have been stolen, mutilated, etc., as the case may be.
121. Missing records shall be accounted for if possible.

EXAMPLES: Missing: 1848-63. Destroyed by fire  
Wanting: 1903-05. Record not required by law  
Missing: 1839-60. Records destroyed.

122. 2. Discontinued series; prior and subsequent records;  
related records; parts of series not in the archives.

Closed entries shall be accounted for. If the record is continued in some other series of the same or some other department, indicate that fact. It is unnecessary to repeat the departmental and functional classification entry in citing a reference title unless this classification has changed.

EXAMPLES: County clerk.  
Taxation.  
Record of tax judgments, 1849-79. 3 v.F.

1880-- in Record of tax judgments, sale,  
redemption and forfeiture.  
-----

County court.  
Naturalization.  
Register of naturalizations granted.  
1864-1906. 1 v.

Discontinued as a county record; subsequent  
records kept in U.S. District Court, Springfield, Illinois.

123. If only a part of the series has been transferred to the archives department, the location of the remainder of the series, if extant, shall be given.

EXAMPLE: 1880-19 (30)  
19 (31) -- in department vault.

124. Occasionally a record becomes inactive, though the function involved is not repealed and an occasional entry may still be made or document filed in the series. This is most frequent in the case of state land records, and stray and marks and brands registration in the counties. In such cases, indicate this fact in the date-quantity entry by using two dashes (--) after the opening date, followed by the notation: Last entry \_\_\_\_\_ (giving date.)

EXAMPLE: 1829-- Last entry 1903

125. If the series has been discontinued in part only, the usual rule for dates for open entries shall be followed.

EXAMPLE: Circuit court.  
Fees.  
Fee books. 1839- (36). Last entry common  
law fees, 1932; last entry chancery fees, 1934.

126. Records anteceding the extent series shall be accounted for where possible. Give the opening date of the series if known. If records logically belonging in this series are filed in some other series, note that fact.

EXAMPLES: 1922-32. Prior records destroyed.

Circuit court  
Transcripts.

Confession record, 1900-34. 2 v.

1887-89 in Default and confession record.

1890-99 in Circuit court miscellany.

127. Make a note if the information found in one series is duplicated elsewhere. For instance, original wills will be in the files, also transcripts of those wills in a transcript volume. Or a record volume may repeat the record information for the last few years of the preceding volume.

128. 3. Title variations. Give variations from the title chosen as the main title, with dates for each.

EXAMPLES: Estate tax record. 1909-11  
Inheritance tax record. 1912--

129. 4. Form if other than manuscript. It is assumed that an archival series is in manuscript form unless otherwise noted on the catalog card. Occasional printed documents in a series are not noticed as printed except on their own analytical cards. Typed records are considered manuscripts, also printed forms filled in by hand or typewriter.

130. Photostats, micro-film or other photographic or facsimile copies, also other types of transcripts, are noted. Such copies to be found in other institutions are not mentioned. Location is given for originals, however, if they are not in the archives department.

EXAMPLE: Governor.

Correspondence.

Letter books, 1809-46. 10 v.

1818-46 printed in Ill. Historical Library.  
Collections, v.10, 12.

For index see printed copy.

131. Fuller descriptions of the series are best reserved for the notes on the continuation card following the main card as explained below under the heading: Notes for main card only.  
Paragraph c.

132. 5. Indexes and calendars. Always note when a series is indexed and where and how. If no note is made to the effect that there is an index, it is assumed that there is none.

133. A series may have a self-contained index for each volume

or filing unit, a self-contained or separate index for the series, or it may be indexed in some general index. It may have both a self-contained and a separate index.

134. A separate index is one that is intentionally located apart from the material it indexes. Many volumes are indexed by pamphlets intended to be inserted within the cover of the volume. These are not separate indexes.

135. Self-contained index. Describe what a self-contained index contains and how it is arranged.

EXAMPLES: Indexed alph. by name of defendant.  
Indexed alph. by name of estate.  
Indexed alp. by name of fund.  
Indexed alp. by subject.

136. Separate indexes are cataloged as separate series. Indexes limited to a given series are filed immediately after the card for that series. The existence of a series index may be ignored on the main card if there is no self-contained index, in which case a reference is made to the next card.

EXAMPLE: Indexed alph. by names of groom and bride;  
for separate index, see next card.

137. Index to a series in a printed copy of that series. Make reference to that index in the notes.

EXAMPLE: Governor.  
Correspondence.  
Letter books, 1809-46. 10 v.  
  
1818-45 printed in Illinois State  
Historical Library. Collections. v.10, 12.  
For index, see printed copy.

138. General indexes or calendar which give index information on names, places or subjects in a series should be mentioned in the notes.

EXAMPLES: See also Calendar for Edwards papers.  
  
Calendared in front of volume  
  
Indexed in "Plaintiff-defendent index"  
  
Names indexed on Name index.



Notes for Main Card Only.

139. a. Purpose and nature of contents. List the purpose and general nature of the record as concisely as possible, giving the principal items of information shown. In the case of a very general or miscellaneous record, give detailed information as to the types of records contained and dates covered by each. Analytical entry cards will be set up for the more important groups, but such entries are shown in the tracings and not by references to entry number as in the Historical Records Survey inventories. Use of the wording given for these analytical titles on their own cards will facilitate reference.

EXAMPLES: County commissioners board.

Finance: Bond issues.

Register of highway bonds. 1918-36. 1 v.

Register of bonds issued to raise money for road districts, showing number, date, purpose and amount of bond, rate of interest, date of maturity, date cancelled, and remarks.

Recorder.

Mortgages.

Record of mortgages, 1839-1936. 40 v.

Real estate mortgage record showing names of mortgagor, mortgagee and recorder, dates of mortgage and of filing, amount, description, and consideration. Also contains Record of chattel mortgages, 1839-65.

140. b. Arrangement. The system of filing or arrangement of information in the series, both primary and secondary, should be given, using abbreviations.

EXAMPLES: Arr. chron.

Arr. alph. by mortgagor

Arr. alph. under county

Arr. alph. by name of fund

Arr. by declaration no.

Arr. by sect., town and range.

141. c. Nature of documents. The Historical Records Survey gives a note describing whether the document is handwritten, handwritten or typed on printed forms, typed, etc. From a cataloging point of view this is not particularly important, though when abbreviated it takes little space and may be given for full cataloging.

EXAMPLES: Hdw.

Hdw. under pr. hdgs.

Hdw. on pr. form

Typed.

1867-1915, hdw. and hdw. on pr. form, interspersed; 1916-- hdw. on pr. form.

142. Transcripts or compilations not contemporaneous with date of

the original document should always be noted, together with the probable date of the transcript or compilation. The value of the document as court evidence will depend largely upon the relative contemporaneity of the work.

ILLINOIS EXAMPLES: General Assembly, 1st. 2d sess.  
1819. House  
Journal.

Original lost in state house  
fire, 1823. Transcript made about  
1824 (?) probably from charred original.

Secretary of state. Executive dept.  
Executive register.  
Index to persons and offices,  
1809-48. 1 v. F.

Compiled about 1870.

143. If the document is written or printed on anything but paper, as parchment, make note of that fact. Also mention an attached seal of historical importance. This note is of course given in cataloging individual documents - that is, the presence of a few parchment documents in a file mostly made up of paper documents would not be mentioned.
144. Special bindings should also be noted.
145. d. Size of average volume or container and average number of pages of text per volume. This point has already been discussed under the heading Dates and Quantities. Size is not given in Illinois but average pagination is given where its significance would warrant it, as with letter books, etc., unusually thick books, etc.
146. e. Condition. The condition of the series, particularly if this condition is poor, is not a matter for public record. Code signals may be used on the card, generally apparently as a part of the call number, to warn attendants that certain records are restricted or that because of their condition copies only may be used by the public.
147. f. Miscellaneous. List here any other items which may seem to have significance from a bibliographical point of view sufficient to warrant inclusion.

B 7. Tracings to Secondary Cards.

148. Secondary cards should be removed from the catalog at the same time the main card is removed for purposes of correction, addition or withdrawals. These cards are traced through a notation of the headings used.
149. Tracings are preferably listed on the back of the main entry card, reading from the bottom to the top of the card as it stands in the catalog drawer. The accession or inventory number for the series and the cataloger's initials are also given here directly under the hole for the drawer rod.
150. Analyticals may be traced on the back of the main card, or, if as it usually the case, they are too numerous, they are traced in a separate loose leaf analytical book. A similar book may be used for tracing cross reference cards.\* Subject references, however, are listed in the list of Subject Headings.
151. The cataloger types the first card with the appropriate tracings; from these tracings the typist obtains the headings for the secondary cards. Abbreviations may be used for tracings but the headings are to be typed in full on the secondary cards.
152. Headings are given the same capitalization and color that is to be used on headings for the secondary cards.

\* Mr. Russell comments:

5 "You might like to suggest that it is possible to have a special card at the beginning of the catalog for the tracing of general references. We have followed that policy and have found it very useful to have the tracings together where it is possible to glance over them to see just what general references have been made."

### C. SECONDARY CARDS.

153. Secondary cards are all cards in the catalog in addition to main departmental entry cards. They serve as an index to other possible approaches to the series - by secondary departmental relationships, by function, by subject, by date, or by individual documents or groups of documents forming part of a series. Secondary cards fall into the following categories:

1. Secondary departmental relationship entries.
2. Function-subject entries
3. Subject entries
4. Date entries
5. References
6. Historical cards
7. Analyticals

154. Of these the first four types are duplicates of the main entry card with the addition of a special heading. This special heading is written on the first line of the card at second indentation, and if more than one line is required for the heading the same indentation is followed (with the exception cited in the next paragraph below.) Secondary departmental cards follow the capitalization and punctuation rules for the main entry card. Function-subject and subject headings are preferably written in all capitals, or a red heading may be used. Date cards follow the principles stated below.

ILLINOIS EXAMPLES:

CRIMINAL: PARDONS.  
Secretary of State. Executive dept.  
Criminal: Pardons  
Register of pardons issued.  
1865-82. 5 v. F.

Secretary of state.  
Constitution. 1818.  
Constitution. 1818. 1 v. F.

155. A sub-heading which would be indented on the main card if used as a part of a secondary heading, is indented two typewriter spaces within the second indentation.

ILLINOIS EXAMPLES:

General Assembly. 27th. 1871/72.  
Senate.  
Bill No. 27  
Governor. Palmer. 1869-72  
Veto message. etc.,

1. Secondary Departmental Relationships.

156. Except where secondary departmental relationships affect one series only, a cross reference card with historical or bibliographical explanation if the relationship is not obvious, is generally made in preference to a repetition of headings.
157. Among the secondary relationships most frequently encountered are the following:
158. a. Agency of custody different from agency of origin (usually due to a discontinuance of original agency).

ILLINOIS EXAMPLES: Auditor of public accounts as custodian for archives of the former U.S. land offices in Illinois.

Secretary of state as archivist for the General Assembly and for the various constitutional conventions.

159. b. Joint jurisdiction over records by two or more departments.

ILLINOIS EXAMPLE: Pardons and paroles records. These records are compiled by the Pardons and paroles division for the use of the Governor who in turn files them with the Secretary of State as his recording officer. Later withdrawal for departmental use by the Pardons and paroles division on reopening of case. These records are entered under the Secretary of State as the recording officer with an explanatory reference from the Pardons and paroles division. No special reference is made from the Governor since his relationship to subordinate departments is brought out on a general reference card.

160. c. Legislative commissions and committees in relation to the legislative bodies by which they are created and to which they report, respectively. Secondary cards are made for all such records under the respective headings:

Name, number and session of legislative body.  
Commissions, etc. created by

Name, number and session of legislative body. Reports to

The fact that a report was or was not required and the existence or non-existence of a report, together with the form it takes, is always accounted for. Generally such information is brought out in analyticals, but the principle of entry is the same whether

a series or an analytical is involved.

161. a. Joint commissions.

ILLINOIS EXAMPLE: Vocational educational board.  
The chairman is the director of the Department of Registration and Education; the executive officer is the Superintendent of Public Instruction. Other members of the board are appointed.  
Main departmental entry is under the Board, with secondary entry (or reference) under the other two officers.

162. e. Clerks of courts.

Clerks of courts usually have administrative duties in addition to their duty to keep records of the court. "See also" references are made from the clerk to the court.

EXAMPLE: County clerk,  
see  
County court

163. f. Individuals.

Names of office holders or other individuals are used sparingly in the catalog since they are listed in detail in the separate Name Index. If it seems desirable to bring out the names of elective officers in the catalog, these should take the form of cross reference cards. Even biographical material listed in the catalog is entered under the name of the office.

ILLINOIS EXAMPLE: Coles, Edward  
see  
Governor. 1822-26. Coles.

164. In the case of a man who held more than one office, cards would be made under each office for pertinent material or for biographies of his career as a whole, or for the appropriate office if not covering the entire life.

ILLINOIS EXAMPLE: Emmerson, Louis Lincoln  
see  
Secretary of state. 1917-29. Emmerson  
Governor. 1929-33. Emmerson

2. Function-Subject cards.

165. The function-subject description used on the main departmental card is used as a heading for the secondary function-subject card.

EXAMPLE: CRIMINAL: PARDONS


166. Make a cross reference from the secondary function or subject used in that entry to the function-secondary entry.

EXAMPLE: PARDON RECORDS  
see  
CRIMINAL: PARDONS

167. The above is the reverse of the library cataloging rule to enter under the most specific subject and not to refer from a specific to a general subject. Theoretically that principle should apply also to archival cataloging. Practically, however, since it is desirable to group together all series relating to a given function, to make subject cards also for the sub-headings under functions would require endless duplication of cards.

168. Where there is a choice between function entries (see discussion under Main Departmental Entry: Function-Subject) make either a reference card or a secondary entry under the supplemental functions.

EXAMPLE: LICENSES: MARRIAGES  
VITAL STATISTICS: MARRIAGES



### 3. Subject Cards.

169. Subject cards are made for subjects covered by the series in addition to that of the Function-Subject entry. These subject relationships are generally expressed as secondary cards rather than as references.

170. Usually the descriptive notes indicate the presence of this subject relationship, otherwise an explanatory note can be added on the subject card. Such cards are often useful short-cuts or substitutions for setting up an analytical entry.

#### ILLINOIS EXAMPLE: BLACK HAWK WAR

Governor.

Correspondence. 1809-31 2 v. Q.

Mostly letters to the Governor.

v.1, 1809-23

v.2, 1826-31

[Added note]

v.2 contains much correspondence relating to the Black Hawk war.

171. Where a series is likely to be of interest from two or more different subject angles, make cards under each subject. The most frequent example is where a series is apt to be looked for under either a place name, as a country, or by subject.

#### ILLINOIS EXAMPLE:

CENSUS. SANGAMON COUNTY

SANGAMON COUNTY, CENSUS.

172. No conclusive study has as yet been made of the principles for the selection of subject headings for archives. Illinois reference needs seem to be better satisfied through the use of broad headings subdivided by specific headings, rather than by specific headings as in library cataloging. This is the result of the principle of functional entry and it seems less confusing, to be consistent throughout, especially since the distinction between a function and a subject is not always clear cut. More experimentation is necessary before a definite recommendation can be made upon this point. In all cases generous use of cross references makes the question of heading more of a theoretical than a practical problem.

#### ILLINOIS EXAMPLES:

APPORTIONMENT.

APPORTIONMENT. CONGRESSIONAL

APPORTIONMENT. SENATORIAL

LANDS. CANAL

LANDS. COMMONS CAHOKIA

LANDS. ILLINOIS CENTRAL RAILROAD

LANDS. INTERNAL IMPROVEMENT

LANDS. SALINE

LANDS. SALINE. VERMILION.



173. The catalog department should keep a separate record of all subject headings and subject references used, noting therein the reasons or policy decided upon in deciding between alternative headings. Although Library of Congress headings are only partially applicable to archival needs, they will often be suggestive.

4. Date Cards.

174. The catalog user is frequently interested in series from a date angle. He may wish a list of all available records kept at a certain time, or he may be interested in finding what records were kept by a given department under a given administration. Particularly he wishes to know the quantity of records relating to a series at a given time. It is of little value to the person interested in the correspondence of the Illinois Civil War Governor Richard Yates to know that the Governor's correspondence from 1818 to 1906 occupies 162 filing boxes as the total for the series. He wishes to know how many of those boxes cover this very important period. As a matter of fact, most of this correspondence for the period is missing and there are only two boxes.
175. The Historical Records Survey in its more recent volumes gives a list of series numbers covering records kept in each ten year period.
176. The Huntington Library makes a separate analytical year card for every item in its collection.
177. The Illinois archives makes secondary departmental entries for correspondence and for some of the other series kept during each administration of elective state officers, but has no separate date file listing all records kept by all departments at a given date. All territorial records, however, are listed under the subject heading TERRITORIAL RECORDS.
178. Unquestionably date break-downs from any of the above points of view is desirable. The cost in time and space involved in repeating entries must be balanced against the local urgency for such listings.

## 5. Reference Cards.

179. References are used to direct the catalog user from headings not used to headings used, or to additional related material under other headings.
180. Use the word see when there is no heading from which reference is made; see also when there is one, using indentation and underscoring as in the **EXAMPLES** give below:

ILLINOIS EXAMPLES: Corporation dept.

see  
Secretary of state. Corporation dept.

Illinois and Michigan canal  
see also  
LANDS. CANAL  
BONDS. CANAL

181. Many examples of the types of references used in archival cataloging have already been cited in previous sections of these rules. References may be general (in which case they are not traced on a main card) or specific. Specific references applying to one series only are traced on the main card; those applying to departments are traced on the main card; those applying to departments are traced on the history card; function and subject references are recorded in the separate subject list.
182. Explanatory notes should be added to references when needed to make the reference clearly understood.

ILLINOIS EXAMPLE: Public works and buildings dept.  
Printing dept. 1917-  
For records of its predecessor see  
Printing, Superintendent of

6. Historical and Bibliographical Cards.

183. Cards are made to show for each state department and state institution the various changes in legal name, the major activities resulting in records, and in general, any information which will help the person using the catalog to know whether he has seen all the materials he needs, or what has happened to records he would expect to find in the archives or where they are if in other repositories.

ILLINOIS EXAMPLES: Adjutant General. 1809-18  
Appointed by governor. No  
printed reports issued.

Adjutant general. 1818-65.  
Military codes: 1819; amended  
1821, 1823, 1825; 1826, amended  
1825, 1827, 1829, 1831; 1833,  
amended 1833, 1837; 1845, amended  
1849, 1861, 1863

Adjutant general. 1865--  
1865 office created; 1869 reor-  
ganized. Illinois National Guard  
created 1877.

Arsenal. Springfield.

1st arsenal:

1855 built; 1869 repaired and  
used as Adjutant General's of-  
fice until 1887; used as state  
warehouse, 1867--

2d arsenal.

1901 built; 1934 destroyed by  
fire.

3d arsenal (State Armory and Office  
Building)  
1936-38 built.

Bank of Illinois at Shawneetown.

Chartered by act of Dec.28, 1816.  
Charter to expire Jan.1, 1839. Opened  
Jan.1, 1817. Suspended business  
Feb.12, 1835.

Charter revived by act of Feb.12,  
1835. Liquidated under act of 1843.  
Time of final settlement extended  
to Jan.1, 1851.

Bonds, Official-

Filed in Secretary of state's  
vault, Index dept., State house.

Bonds, State.

Cancelled State Bank Notes, canal  
scrip and bonds, formerly in Secretary  
of state's office, authorized to be

delivered to the Chicago Historical Society, subject to order by the State of Illinois at any time. Laws of 1885 p.263

#### CHARITIES, STATE.

1869-1909. Board of state commissioners of public charities.

1909-17. Board of administration; Charities commission. Reorganized 1912.

1917-- Department of public welfare.

#### Civil administrative code.

1917 All boards, commissions, institutions, etc. under jurisdiction of governor reorganized under 9 directors of code departments: Agriculture, Finance, Labor, Mines and Minerals, Public Welfare, Public Works and Buildings, Public Health, Registration and Education, Trade and Commerce.

1925 Department of Purchases and Construction added.

1933. Dept. of Trade and Commerce abolished. Functions taken over by newly created Dept. of Insurance.

#### Fund commissioners, Board of

Established by act of Apr.27, 1837. Abolished 1840. Succeeded by one Fund commissioner.

3 commissioners elected by General Assembly biennially.

To negotiate all loans for internal improvements, purchase and furnish on requisition by Board of public works, all railroad iron, machinery and other materials. Report monthly and quarterly to Auditor.

#### Fund commissioner.

1840 Successor to Board of fund commissioners. 1843 abolished. Succeeded by Governor as ex officio Fund commissioner.

1 commissioner elected biennially by General Assembly.

To negotiate all loans for internal improvements and receive, manage and expend same; purchase and furnish iron, machinery, and other materials on requisition from Board of public works. Monthly and quarterly reports to Auditor.

# Illinois and Michigan canal.

- 1822. Congress donated 90 ft, on each side.
- 1825. Illinois and Michigan canal co. Charter repealed 1826.
- 1826. Governor to negotiate a loan for a canal.
- 1826-33. Board of canal commissioners
- 1833-35. Auditor, Attorney General and Treasurer to adjust affairs of commissioners
- 1835-43. Board of commissioners of the Illinois and Michigan canal
- 1843-72. Board of trustees of the Illinois and Michigan canal
- c.etc.,

## Illinois Lakes-to-the-Gulf commission Created by 54th General Assembly.

1925.

Laws 1925 H.B. 512, p.105

Laws 1927 S.B. 319 p.63

## Lands. Commons. Kaskaskia.

Granted 1720, 1743.

Confirmed 1763, 1778, 1784, 1810,  
1812, 1818, 1848.

### Disposal:

- 1818. Constitution. Lease, sale or subdivision of prohibited.
- 1848. Constitution. Lease, sale or grant permitted on petition of interested voters.
- 1851. President and trustees of commons, elected biennially, to administer commons and permitted to lease for not more than 50 years.

Leasings 1855, 1867, 1889, 1890,  
1900

1909. Sale. Land commissioners to sell commons; preemption to lessees.

### Proceeds:

-1909, To support of schools and religion.

1909-- "Kaskaskia Common Schools Permanent School Fund" administered by State Treasurer.

## Lands. Illinois Central Railroad.

Deed for federal land grants destroyed in Chicago fire, 1870.  
Sawyer v. Cox, 63 Illinois 130,

Seminary Fund Commissioners.  
Governor, Auditor, Attorney  
General and Secretary of State,  
ex officio, 1829--

7. Analyticals.

184. Individual documents and groups of documents forming part of a series are cataloged as analyticals of that series, and a series note is always added to the card. Rules for cataloging analyticals follow rules for cataloging individual documents, a subject not treated in the present code.



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ILLINOIS STATE LIBRARY

CATALOG RULES: SERIES  
FOR ARCHIVES MATERIAL.

REVISION NO. 1.

Substitute for Paragraph 183 in the Original Edition (1938)  
the following:

6. Historical and Bibliographical Cards.

183. Repetition on catalog cards of bibliographical data relating to the history of departments involving changes in name, organization, etc. is avoided by the use of History Cards. These History Cards, typed on blue cards to make them stand out in the catalog, are filed in front of the departmental entry cards for the respective departments.

a. History cards give the following data:

- 1) The name of the Elective Officer, Department or Institution in the exact form which is to be used on all main entries, in capitals.
- 2) Date of creation.
- 3) Department or Institution which it succeeded. Regulatory laws enforced by courts before the creation of a distinct department should be mentioned.
- 4) All changes in name (in capitals), with dates.
- 5) Composition of administering body, number of members, how appointed or elected, term of office, dates of important changes.
- 6) Major functions, noting dates of important changes. Sub departments (in capitals), with dates of creation.
- 7) Date of abolition, reorganization, etc.
- 8) Name of successor (in capitals)

Examples:

LINCOLN STATE SCHOOL AND COLONY. Lincoln

1865. EXPERIMENTAL SCHOOL FOR THE  
INSTRUCTION AND TRAINING OF  
IDIOTS AND FEEBLE-MINDED  
CHILDREN IN THE STATE OF ILLI-  
NOIS. Jacksonville.  
Operated by board of trustees

of Illinois Institution for the Education of the Deaf and Dumb.

- 1871. ILLINOIS INSTITUTION FOR THE EDUCATION OF FEEBLE-MINDED CHILDREN. Successor to EXPERIMENTAL SCHOOL operated by School for the Deaf. 3 trustees, appointed by governor. 6 year terms
- 1875. Appropriation for new building and site. Located at Lincoln.
- 1877. ILLINOIS ASYLUM FOR FEEBLE-MINDED CHILDREN.
- 1909. Trustees abolished. Governed by Board of Administration. Name changed to LINCOLN STATE SCHOOL AND COLONY.
- 1917. Board of Administration abolished. Powers and duties to Department of Public Welfare.

---

#### LIVE STOCK COMMISSIONERS, BOARD OF

- 1885. Created.

3 live stock commissioners, appointed by governor, 3 year terms.

STATE VETERINARIAN, appointed by governor, to carry out orders of the Board.

Duty: "To cause to be investigated any and all cases... of contagious or infectious diseases among domestic animals, and to provide for the extirpation thereof." Power to quarantine or order destruction of animals.

- 1903. Board to appoint BOARD OF VETERINARY EXAMINERS and license veterinarians.
- 1907. Inspection and condemnation of meat and meat products unfit for human food.

1907. Build and manage STATE BIOLOGICAL LABORATORY.  
Enforce laws relating to contagious and infectious diseases among domestic animals.
1917. Abolished by Civil Administrative Code. Duties with respect to license of veterinarians to DEPARTMENT OF REGISTRATION AND EDUCATION.
- 

- b. Important divisions under a major department should have separate History Cards.
- c. Private institutions which later were taken over as governmental institutions should also have History Cards. Differentiate private institutions from public institutions by capitalizing initial letters only of the words forming the name of the private institution.

Example: Eye and Ear Infirmary, Chicago.  
Private institution prior to 1871.

1867, 1869. State appropriations  
for treatment of state charitable  
patients.

1871 buildings destroyed by Chicago  
fire. Site decided to State.  
State created EYE AND EAR INFIRMARY  
OF CHICAGO, ILLINOIS CHARITABLE

---

- d. Explanatory cross reference cards should be made from early names of the department not used for the main entry, also from headings under which the catalog user might look for the department.

Examples:

EXPERIMENTAL SCHOOL FOR THE INSTRUCTION  
AND TRAINING OF ODIOTS AND FEEBLE-  
MINDED CHILDREN IN THE STATE OF ILLI-  
NOIS. 1865-71.  
See present name

LINCOLN STATE SCHOOL AND COLONY

---

IDIOTS AND FEEBLE-MINDED CHILDREN,  
EXPERIMENTAL SCHOOL FOR THE INSTRUCTION  
AND TRAINING OF. Jacksonville

1865-71  
see present name  
 LINCOLN STATE SCHOOL AND COLONY. Lincoln

---

FEEBLE-MINDED CHILDREN, EXPERIMENTAL  
 SCHOOL FOR THE INSTRUCTION AND TRAINING  
 OF IDIOTS AND. Jacksonville. 1865-  
 71.  
See present name  
 LINCOLN STATE SCHOOL AND COLONY

---

SCHOOL FOR THE INSTRUCTION AND TRAIN-  
 ING OF IDIOTS AND FEEBLE-MINDED CHILDREN  
 IN THE STATE OF ILLINOIS, EXPERIMENTAL.  
 Jacksonville. 1865-71.  
see present name  
 LINCOLN STATE SCHOOL AND COLONY. Lincoln

---

FEEBLE-MINDED CHILDREN ILLINOIS INSTI-  
 TUTION FOR THE EDUCATION OF THE.  
 Jacksonville. 1871-77.  
see present name  
 LINCOLN STATE SCHOOL AND COLONY

---

FEEBLE-MINDED CHILDREN, ILLINOIS ASYLUM  
 FOR. 1877-1909  
see present name  
 LINCOLN STATE SCHOOL AND COLONY

---

FEEBLE-MINDED CHILDREN, ILLINOIS ASY-  
 LUM FOR. 1877-1909  
see present name  
 LINCOLN STATE SCHOOL AND COLONY.

- 
- e. The name of an institution or a department may not suggest its work. General subject reference cards, also blue, refer the catalog user to institutions or departments dealing with those subjects.

Examples :

Insane hospitals	Date
<u>see</u>	Established
JACKSONVILLE STATE HOSPITAL	1847
ELGIN STATE HOSPITAL	1869
ANNA STATE HOSPITAL	1871
KANKAKEE STATE HOSPITAL	1877
CHESTER STATE HOSPITAL (for Criminal Insane)	1889



PEORIA STATE HOSPITAL (for Incurable Insane)	1895
WATERTOWN STATE HOSPITAL	1895
CHICAGO STATE HOSPITAL AT DUNNING	1911
ALTON STATE HOSPITAL	1911

---

Banks

1851-65 supervised by BANK COMMISSIONERS  
 1865-- supervised by AUDITOR OF PUBLIC  
 ACCOUNTS

---

Election Returns, Canvass of  
 (Other than by State Canvassing  
 Board). Under Constitution of 1870.  
 Governor, Lieutenant Governor, Secretary  
 of State, Auditor of Public Accounts,  
 Attorney General, Superintendent of  
 Public Instruction, State Treasurer.  
 Canvass of returns and contests settled  
 by General Assembly. Constitution  
Art. V Sect.3 .  
see also  
 Election Contests.

---

Correctional Institutions

see names of individual institutions, as  
 GIRLS, STATE TRAINING SCHOOL FOR, AT  
 GENEVA  
 PENITENTIARY, ILLINOIS STATE, AT JOLIET  
 PENITENTIARY, SOUTHERN ILLINOIS  
 REFORMATORY, STATE  
 ST. CHARLES SCHOOL FOR BOYS

---

- f. Main entry should be under the name of the institution, not that of the governing board, which may reorganized, be abolished or succeeded by some other board, without affecting the entity of the institution or its records. General reference cards, also blue, should be made from the name of the governing board, if at all distinctive, to the name of the institution.

Examples:

AGRICULTURE, STATE BOARD OF  
 Conducted business of, and for records  
 pertaining to,  
see  
 AGRICULTURE, DEPARTMENT OF, 1871-1917

---

EDUCATION OF THE STATE OF ILLINOIS,  
BOARD OF

see

NORMAL UNIVERSITY, ILLINOIS STATE. Normal.  
Title of Board of trustees for the  
ILLINOIS STATE NORMAL UNIVERSITY,  
1857-1917  
Abolished 1917. Powers and duties to  
DEPARTMENT OF REGISTRATION AND EDUCATION.

---

- g. Historical notes relating to subjects, functions and other governmental items likely to be sought in the catalog or frequently asked for in reference work can be brought out in these general historical cards.

Examples:

Flag, State.

1915 created. Description (Laws 1915  
p.445):

"The reproduction of the emblem only on the 'great seal of the State of Illinois' be authorized and permitted when reproduced in black or in the National colors upon a white sheet or background for use as a State banner or insignia."

---

Flower, State

The native violet.

See Laws 1907/08 p.98.

---

Illinois and Michigan Canal.

- 1822. U.S. donated land in aid of
- 1825. Illinois and Michigan Canal Company.  
Charter repealed 1826
- 1826. Governor authorized to negotiate  
loan for building canal.
- 1829-33. BOARD OF CANAL COMMISSIONERS.
- 1833. Board abolished. AUDITOR, ATTORNEY  
GENERAL AND TREASURER to settle  
accounts.
- 1835-43. BOARD OF COMMISSIONERS OF  
ILLINOIS AND MICHIGAN CANAL.
- 1843-71. BOARD OF TRUSTEES OF ILLINOIS  
AND MICHIGAN CANAL.
- 1871. CANAL COMMISSIONERS to close  
trust, take charge of and exercise  
full control over the canal.
- 1881. Chicago sewage into Illinois and  
Michigan canal.
- 1882. People voted to cede canal to  
U.S. Not accepted.

1887. Locks and dams in Illinois river ceded to U.S.
1889. Act ceding canal to U.S. repealed. Dams at Henry and Copperas Creek ceded to U.S. on condition of removal. If not accepted within four years Canal Commissioners to remove dams. Sanitary districts authorized. Deepening of channel of Des Plaines and Illinois rivers.
1903. Chicago sanitary district enlarged.
1913. Commission on building locks at Lockport connecting the Illinois and Michigan canal with the Sanitary district canal and filling in Illinois and Michigan canal from Lockport to Chicago. Canal not subject to Rivers and Canals Commission.
1917. CANAL COMMISSIONERS abolished by Civil Administrative Code. Powers and duties to DEPARTMENT OF PUBLIC WORKS AND BUILDINGS.
- 1925-33. Under DEPARTMENT OF PURCHASES AND CONSTRUCTION.
1933. Returned to jurisdiction of DEPARTMENT OF PUBLIC WORKS AND BUILDINGS.
1935. Abandoned as canal. Canal and 90 foot strip made a State park.

---

HOTEL INSPECTOR, STATE  
see  
HEALTH, STATE BOARD OF.  
Lodging inspection.

---

Insurance Regulation  
Under

1851-93. AUDITOR OF PUBLIC ACCOUNTS  
1893-1917. INSURANCE DEPARTMENT  
1917-33. DEPARTMENT OF TRADE AND COMMERCE.  
1933-- DEPARTMENT OF INSURANCE.

---

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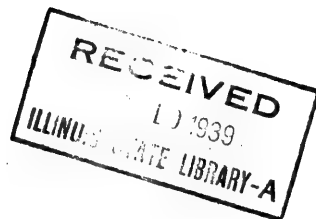
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10-38-100M-1025-A.R.



VENDOR AGREES TO SAVE AND  
KEEP PURCHASER HARMLESS  
FROM ALL CLAIMS FOR IN-  
FRINGEMENTS OF PATENTS.

**ARMOUR**  
**INSTITUTE OF TECHNOLOGY**  
3300 FEDERAL STREET  
CHICAGO, ILL.  
**PURCHASE ORDER**

**P.O. A 9196**

**DATE**  
August 13, 1940

**REQ. NO.**

**NAME AND ADDRESS OF VENDOR**

Illinois state library. Archives  
division  
Springfield, Ill.

**TERMS:**

**F.O.B.**

**SHIP TO**


**TO BE SHIPPED BY**

**CARD CAR LOADS TO**

**TRACKS**

**PURCHASE AUTHORIZED**

**TREASURER**

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1		Catalog rules. 1938. <i>sent 9/25/40</i>    The above purchase order number and consigning and carding instructions must be shown on invoice, bill of lading, cards on cars, delivery ticket and on all packages or deductions will be made from your bill for any charges caused by your failure to comply.		

DEPT.	DIV.	CLASS OF EXPENSE	AMOUNT
2	15	7	

THE ABOVE PURCHASE ORDER NUMBER AND CONSIGNING AND CARDING INSTRUCTIONS MUST BE SHOWN ON INVOICE, BILL OF LADING, CARDS ON CARS, DELIVERY TICKET AND ON ALL PACKAGES OR DEDUCTIONS WILL BE MADE FROM YOUR BILL FOR ANY CHARGES CAUSED BY YOUR FAILURE TO COMPLY.

IF PURCHASED DIRECT I CERTIFY THE ABOVE SUPPLIES HAVE BEEN PURCHASED

*E. E. Guthrie*  
TREASURER

**DATE**

I CERTIFY THE ABOVE SUPPLIES HAVE BEEN PURCHASED.  
M. E. GUTHRIE, DIRECTOR OF PURCHASES. ARMOUR & CO.

**DATE**

**BY**

**ORIGINAL-FOR VENDOR**

27 April 1939

Baker and Taylor Company  
55 - 5th Avenue  
New York City, N. Y.

Gentlemen:

There is no charge for the  
Catalog Rules Series of Archival Material.  
1938, sent you "for Bards", since this  
is a State publication.

I refer to your communication  
No. 8815.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MCN AR

..... April 24, ..... 193 9  
Ill. state lib. ....  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library	..... C
catalog rules/ series for	..... C
Archives material.	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C

Library: Township High School  
Address: Belleville, Ill.

22 August 1939

Chief  
Order Department  
University of British Columbia  
Vancouver, Canada

Dear Madam:

Under separate cover, I am forwarding to you a copy of the Illinois State Library, Archives Division Catalog Rules: Series for Archives Material, your order No. 47227 dated August 16, 1939. This is a State publication and, therefore, no charge is made for same. Hence, you will not receive an invoice.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MCN:AR

Accession No.

Author

Illinois. State library,

Springfield. Archives division.

Order No.

Title Catalog rules: series for archives  
material ...

47227

Call No.

*Invoice in quadruplicate  
please*

Ordered from

Edition

Date

Vols.

L.C. No.

Illinois. State Lib.

1938

Date ordered

Place

Publisher

Binding

16 Aug. '39

Date received

Dept. Lib.

Price

Size

Invoice date

THE UNIVERSITY OF BRITISH COLUMBIA LIBRARY

*Address invoices and parcels to LIBRARY*

**THE LIBRARY**  
**THE UNIVERSITY OF BRITISH COLUMBIA**  
**VANCOUVER, CANADA**

I beg to acknowledge the receipt of a copy of the under-mentioned items,  
and on behalf of the University thank you for this appreciated gift.

JOHN RIDINGTON,  
Librarian.

29th August 1939

Illinois State Library. Catalog Rules:  
Series for Archives Material.

3 AUG 30 1939

June 3 1939

Ill. State Lib. Archives Div. Springfield  
(Name of organization issuing literature) Illinois

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois State Library Catalog	... c
rules; series for archives	... c
material.	... c
.....	... c
.....	... c
.....	... c
.....	... c
.....	... c
.....	... c

Brooklyn Children's Museum  
Library: Brooklyn Avenue & Park Place  
Address: Brooklyn New York

THE  
BROOKLYN CHILDREN'S MUSEUM  
THE BROOKLYN INSTITUTE OF ARTS AND SCIENCES  
BROOKLYN AVENUE, PROSPECT PLACE, AND PARK PLACE

Tel. President 4- { 2900  
2901

Brooklyn, N. Y. June 27 1939

The Library of The Brooklyn Children's Museum gratefully  
acknowledges the receipt of

1 Pamphlet " Catalog Rules; Series for

Archives Material." Thank you.

Delia F. McCloskey  
Librarian



**VERTICAL FILE SERVICE**

THE H. W. WILSON COMPANY

**T.**

**Brooklyn Children's Museum Library  
Brooklyn Avenue & Park Place  
Brooklyn New York**

10-88-100M-4025-A.R.

*sent 6/19/39*

**MCO Onion Skin**

**EXCELLENT QUALITY**

**MADE IN U.S.A.**

**BROOKLYN PUBLIC LIBRARY**

ONE HANSON PLACE

BROOKLYN, N. Y.

December 19, 1938

The Brooklyn Public Library desires to obtain for its files the following

*sent*  
CATALOG RULES: SERIES FOR ARCHIVES MATERIAL

We should also like to obtain a list of your publications

Any favor you may render us will be greatly appreciated.

Very truly yours,

MILTON J. FERGUSON

Chief Librarian

ETS

January 4,  
1939.

Mr. Milton J. Ferguson,  
Chief Librarian,  
Brooklyn Public Library,  
One Hanson Place,  
Brooklyn, New York.

Dear Mr. Ferguson:

Your request dated December 19, 1938, addressed to the Illinois State Library requesting a copy of the "Catalog Rules Series for Archives Material" was referred to the Archives Division. We sent you a copy of the Catalog Rules as requested.

I do not know whether any one else from the State Library has replied to your request for the list of our publications. The Illinois State Library issues a monthly leaflet entitled "Illinois Libraries." The Extension Division of the Illinois State Library issues an annual report on Local Library Statistics. The biennial report of the Illinois State Library is included in the biennial report of the Secretary of State. The Archives Division issued a printed list of Catalog Rules in 1936 of which the present rules are a revision, also in 1932 we issued a descriptive booklet about the Archives Division of the State Library and both of these pamphlets are out of print. The blue book issued biennially by the Secretary of State also contains extended articles relating to the work of the three State Library Divisions. These are the only regularly issued publications of the Libraries. The Illinois Historical Library which is a separate institution also has a number of publications, but I cannot supply you with a list of them.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

NON:ED

Superintendent

H. B. VAN HOESEN  
Librarian

BROWN UNIVERSITY LIBRARY

PROVIDENCE, R. I.

GRATEFUL ACKNOWLEDGMENT IS RETURNED FOR YOUR GIFT OF

Catalogue rules: copies for Archives Material  
division .1.

*Henry B Van Hoesen*

Librarian

Jan. 23, 1911

CALIFORNIA STATE LIBRARY

MABEL R. GILLIS, Librarian

Sacramento, Calif.

Jan 18 1940

We should appreciate the favor if you would send us the publications listed on the attached card.

Kindly let us have an answer as soon as possible on the reply post card.

If there is any charge for the publications please let us know before sending.

Yours truly,

MABEL R. GILLIS, Librarian

LT

UNIVERSITY OF CALIFORNIA

REC.  
ILLINOIS STATE LIBRARY

BUREAU OF GOVERNMENTAL RESEARCH  
LOS ANGELES, CALIFORNIA

FEB 6 - 1939

February 2, 1939

ILLINOIS STATE LIBRARY  
SPRINGFIELD, ILLINOIS.

*Sent  
Feb. 6*

Illinois State Library  
Springfield, Illinois

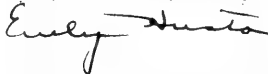
Gentlemen:

The Library of the Bureau of Governmental Research needs the publications listed below for use in connection with its research activities. We shall appreciate the courtesy if you will see that a copy of each is sent to us.

Should there be a charge for any item requested, please notify us in advance.

We shall be glad to return this favor if you will let us know of any way in which we may be of service to you.

Very truly yours,



Evelyn Huston, Librarian

44 Library Building

✓ Catalog Rules: Series for Archives Material.  
Springfield, 1938. 51 p. (mimeo.)

686 R. 11

Feb. 26, 1949  
Md. State Lib. Archives. Div., Springfield, Md.  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Md. State Library Catalog Rules	c
.....	c
.....	c
.....	c
.....	c
.....	c
.....	c
.....	c

Calverton County High School Library  
Library: Prince Frederick, Maryland  
Address:

My 1 '39

Illinois state lib Archives div ..... 193  
 Springfield Ill .....

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
 Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
.....	.....C
Illinois state library catalog	.....C
.....rules; series for	.....C
archives material	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C

Central State Teachers College Library

Library:  
 Address: Mt. Pleasant, Michigan



DR. J. F. KENNEY



PUBLIC ARCHIVES OF CANADA

26 January, 1940

Dear Miss Norton:

Please accept my best thanks for the copy of the Revision No. 1 of your "Catalog Rules: Series 4, Archives Material".

After the meeting we went as far south as Beaufort, S.C., and spent a very enjoyable few days of vacation there. On the way I was able to look hurriedly at the manuscript collection in the University of North Carolina at Chapel Hill.

With all good wishes,

Faithfully yours,

*James F. Kenney*

Director of Historical Research

Miss Margaret C. Norton,  
State Archivist,  
State Archives Building,  
Springfield, Ill.,  
U.S.A.

Roma, li 24. II. 1939

ILLINOIS STATE LIBRARY

SPRINGFIELD(ILLINOIS)

Spedi al nostro indirizzo - Veuillez envoyer à notre adresse  
direttamente - all'indirizzo sot- - directement - à l'adresse soussi-  
tosegnato - con fattura - a noi. gnée - avec facture - à nous s.v.p.

I Catalog rules, series for archi-  
ves material.



CASA ED. MARIETTI

64000 01/01/1939

370 Misc. 26a 3M 7-38 (6433)

City of Chicago  
MUNICIPAL REFERENCE LIBRARY  
1005 City Hall

February 6, 1939

Dear Sir:

We should sincerely appreciate the favor if you would send to the Municipal Reference Library, as a gift, a copy of

**Catalog rules: series for archives material.**

Very truly yours,

FREDERICK REX,

Librarian

MAY 8 1939

..... April 24 ..... 1939  
Illinois State Library-Archives Div.  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library.....	..... C
... catalog rules; series for .....	..... C
... archives material .....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
THE CHICAGO PUBLIC LIBRARY ..	..... C
ACCESSIONS DEPARTMENT	

Library: 78 E. WASHINGTON ST.  
Address: CHICAGO, ILLINOIS

.....193  
Illinois State Library Archives.....  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog rules	.....c
.....	.....c
.....	.....c
.....	.....c
.....	.....c
.....	.....c
.....	.....c
.....	.....c

Cleveland College

Library:

Address:

UNIVERSITY OF COLORADO LIBRARIES  
BOULDER, COLORADO

We are pleased to acknowledge the following gift:

Illinois State Library.

Catalog Rules: Series for Archives Material.

8/2/39

Form 16C16, 4-39-2M

Sincerely,  
RAYNARD SWANK  
DOCUMENTS & SERIALS LIBRARIAN

Concordia Teachers College Library  
188 Faculty Lane  
Seward, Nebr.

Dear Sirs:

Please send the following for our library:

one-Illinois State Library Catalog Rules

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Yours truly,

Date May 20, 1939

H. O. A. Keinath, Librarian.

0 - 4 '89

193

Illinois state lib... Archives div....:

Springfield, ill. (Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog rules;	.....C
ser. for archives material....'38	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C

Address:

Library:

PALMER LIBRARY  
CONNECTICUT COLLEGE  
NEW LONDON, CONN.





CONNECTICUT STATE LIBRARY  
HARTFORD, U. S. A.

January 24, 1940

The Connecticut State Library acknowledges with thanks the following publications just received through your favor:

Revision No.1 to Catalog Rules: Series for Archives Material.

*James Brewster*

*State Librarian.*

by

MRJ

\_\_\_\_\_ *Apr. 21* ..... 193 *9*  
*ILL. State Lib.* .....  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
<i>ILLINOIS State Lib. Catalog</i>	..... C
<i>Rules</i>	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C

Library: *Cooper Union*  
Address: *New York*

5/9/39

193

**Illinois State Library Archives Division**

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
1-Illinois state library catalog rules; series for archives material.	free
.....	c
.....	c
.....	c
.....	c
.....	c
.....	c

Address: 215 E. 3rd St., Dayton, O.

Library: Dayton Public Library

500

APR 25 1938

State Library, Archives Div. 193

Springfield, Ill.

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Rules;	Price, if not free
Illinois state library catalog	series	c
series for archives material		c
		c
		c
		c
		c
		c
		c

SENIOR HIGH SCHOOL LIBRARY

Library:

Address:

DELAND, FLORIDA



# The Historical Society of Delaware

## OFFICERS

*President Emeritus*, GEORGE A. ELLIOTT

*President*, CHRISTOPHER L. WARD  
Delaware Trust Building

*1st Vice President*  
J. ERNEST SMITH

*2nd Vice President*  
DANIEL J. LAYTON

*Librarian*  
ANNA T. LINCOLN

*Treasurer*  
RODMAN WARD  
Equitable Trust Co.

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ROBERT H. RICHARDS  
RICHARD S. RODNEY

GEORGE H. RYDEN  
H. RODNEY SHARP  
J. ERNEST SMITH  
CHRISTOPHER L. WARD

## DIRECTORS

Old Town Hall, Wilmington, Delaware

July 3, 1940

Superintendent, Archives Division  
Illinois State Library  
Springfield, Illinois

Dear Sir:

Thank you for sending us a copy of Catalog  
Rules, compiled by Edward J. Hughes. We received  
it on July 1.

Very truly yours,

*Grace E. Heilman*

Grace E. Heilman, Librarian.

4-20-39

193

Ill state lib, Archives division

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state lib catalog rules	c
.....	c
.....	c
.....	c
.....	c
.....	c
.....	c
.....	c

Library: Denison Public Library  
Address: Denison, Texas

May 29 1939

Ill. State Lib., Archives Division

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
.....	c
Illinois state library catalog	c
rules: series for archives	c
material	Free c
.....	c
.....	c
.....	c

Library:

Denver Public Library

Address:

Denver, Colorado

---

## VERTICAL FILE SERVICE

THE H. W. WILSON COMPANY

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To

Order Department

Denver Public Library

Denver, Colorado

*rec'd 6/19/39*

10-38-100M-4026-A.R



ADAM STROHM  
LIBRARIAN

THE PUBLIC LIBRARY  
DETROIT, MICHIGAN

ORDER DEPARTMENT  
HELEN M. CRANE, CHIEF

August 21, 1939

Illinois State Library  
Archives Division  
Springfield, Illinois

Gentlemen:

We would be glad to receive a copy of your publication,  
noted below, if it is available for free distribution to libraries.

If you are unable to supply, will you kindly notify us?

Very truly yours,

Helen M. Crane, Chief  
Order Department  
per J. B. A.

Illinois state library catalog rules: series for archives material

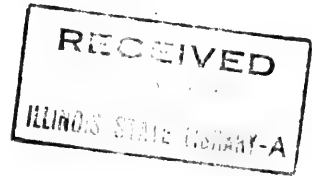
THE DETROIT PUBLIC LIBRARY

DETROIT, MICHIGAN

BURTON HISTORICAL  
COLLECTION

G. B. KRUM, CHIEF  
M. M. QUAIFFE, SECRETARY

January 26, 1940



Mr. Edward J. Hughes, State Librarian  
Illinois State Library  
Springfield, Illinois

Dear Sir:

The receipt of a copy of your CATALOG RULES: SERIES  
FOR ARCHIVES MATERIAL. REVISION NO.1, is acknowledged with  
appreciation.

Very truly yours,

Chief

Miss Krum-P

Oct 1937

Gentlemen:

We have noticed with much interest the title of your publication listed below and should be most grateful if you could send us a free copy to be placed on file in our library for reference. If you cannot do so, will you be good enough to notify us?

Yours very truly,

DREXEL INSTITUTE LIBRARY  
PHILADELPHIA, PA.

Catalogue of the Drexel Institute Library  
Philadelphia, Pa.

DREXEL INSTITUTE LIBRARY  
32nd and Chestnut Streets  
Philadelphia

We thank you for your courtesy in sending us the publication noted below. We shall take pleasure in adding it to our collection.

Catalog Rules: Series for Archives Material

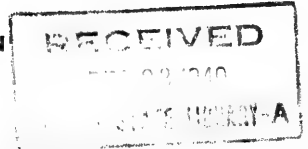
*Marie Hamilton*

Librarian

FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION

1100 BALTIMORE TRUST BUILDING  
BALTIMORE, MARYLAND

FRANCIS H. DRYDEN  
ADMINISTRATOR



Reference: FIL - MER

February 20, 1940

Illinois State Library  
General Library Division  
Springfield, Illinois

Gentlemen:

Your bulletin "Catalogue Rules; Series for Archives Material" issued in 1938, has just been called to the attention of the undersigned. If available, two copies, together with any supplements thereto, would be much appreciated.

Please forward, if possible, and accept our thanks in advance for this courtesy.

Yours very truly,

F. H. DRYDEN,  
State Administrator

By:

J. Warren Belcher, Jr.,  
Director of Finance

MAY 13 1939

193

Ill. state lib Archives div

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog rules	C
series for archives material	C
	C
	C
	C
	C
	C
	C

Library:  
Address:

EAST CHICAGO PUBLIC LIBRARY  
8601 GRAND BOULEVARD  
EAST CHICAGO, IND.

ORIGINAL

# The Edison Institute

DEARBORN, MICHIGAN

 Purchase Order N<sup>o</sup> 11012

Form 17 5M-7-19-39

**BILLING INSTRUCTIONS**—Invoices, Memos of Shipment and Bills of Lading must bear this Order Number and be mailed on date of shipment. Packing Slips bearing this Order Number must be placed in each package.

**INVOICES**—All originals must be mailed to The Edison Institute, Dearborn, Michigan.

Cash Discount must be deducted on face of invoice, and Net Amount shown.

Amount shipped in excess of quantity specified may be returned at your expense.

The Edison Institute is incorporated under the provisions of Act No. 84 of the Public Acts of Michigan for 1921, providing for the organization, regulation and classification of domestic non-profit corporations; and as an educational institution, is exempt from the payment of Sales Taxes provided for under the Michigan Sales Tax Law.

The Edison Institute, of Dearborn, Michigan, first party, hereby agrees to purchase and receive, and

☐ Illinois State Library  
Springfield Illinois

DATE OF ORDER 10-18-40

F.O.B. Springfield ill

TERMS net 30 days

ROUTING pp

DELIVERY REQUIRED 10-18-40

SHIPPING POINT Springfield Ill

☐ second party agrees to manufacture, sell and deliver materials specified, subject to the terms and conditions stipulated in this order.

QUANTITY	DESCRIPTION OF MATERIAL	PRICE
1	Illinois State Library - Catalog Rules and Series for Archive Material	no charge
	Confirming order letter of 10-28-40	
MUS:FK 5477 Schools-E I T Library		

RECEIVED  
sent rec. J. Cah. rules  
10/28/40 RR  
-A

The Edison Institute

By *M. N. Schultz*

 Purchase Order N<sup>o</sup> 11012

May 15, 1939

Gentlemen:

Please send us a copy of ILLINOIS STATE LIBRARY  
CATALOG RULES: SERIES FOR ARCHIVES MATERIAL, as  
listed in the VERTICAL FILE SERVICE CATALOG for April,  
1939, available for free distribution.

Thank you kindly for this favor.

Very truly yours,

*Baxter Polk*

Baxter Polk, Librarian.

College of Mines and Metallurgy

El Paso, Texas



sent 8/1/59

193  
Ill. state lib. Archives div.  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog	..C
rules & series for archives	..C
material	..C
.....	..C
.....	..C
.....	..C
.....	..C
.....	..C

Library: *State Library of Illinois*  
Address: *215 North Dearborn Street, Chicago, Ill.*



APR 21

198

Ill. state lib. Archive. div.

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog	C
rules	C
	C
	C
	C
	C
	C
	C

Green Mountain Junior College

Library:

Address:

Poultney, Vt.

MAY 2 1939

193

Ill State Lib Archives Div

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois State Library Catalogue	c
Series for archives material	c
	c
	c
	c
	c
	c
	c

Library:  
Address:

HAMILTON PUBLIC LIBRARY  
Hamilton Ontario

Law School of Harvard University,

Cambridge, Mass.

LIBRARY

LANGDELL HALL

DEC 29 1938

Received

December 19, 1938

Miss Harriet Skogh, Librarian  
State Library  
SPRINGFIELD, Illinois

Dear Miss Skogh:

*Sent  
Jan 6*

I should like very much  
to obtain a copy of your CATALOG RULES  
FOR THE ARCHIVES DIVISION. If it is  
possible to obtain copies, would you  
kindly have two sent to my home address  
(given below) with a bill.

Yours very truly,

*Francis X. Dwyer*

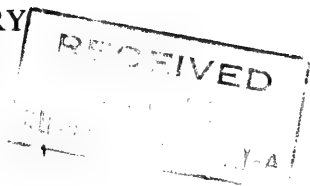
Francis X. Dwyer, Asst. Lib'n

162 Lake View Ave.  
Cambridge, Mass.

HARVARD · COLLEGE · LIBRARY

CAMBRIDGE · MASSACHUSETTS

ORDER DEPARTMENT



KEYES D. METCALF, *Librarian*  
CLARENCE E. WALTON, *Assistant Librarian*  
GERTRUDE M. SULLIVAN, *Executive Assistant*  
GERTRUDE M. SHAW, *Bibliographical Assistant*

May tenth, 1939.

The Illinois State Library,  
Archives Division,  
Springfield, Illinois.

Gentlemen :-

I am taking the liberty, in behalf of the  
Harvard College Library , to ask whether you would  
have the great kindness and send us, for our Library,  
a copy of :-

Illinois State Library,

Catalogue rules; Series for Archives Material.

Hoping that this will not cause you too much trouble  
I remain,

Yours very truly,

*Wilmar G. Weber*

Ph.D.

HENRY E. HUNTINGTON LIBRARY AND ART GALLERY

San Marino, California

C  
O  
P  
Y

Reginald Bertl Haselden  
Curator of Manuscripts

Mr. Edward J. Hughes  
State Librarian  
Illinois State Library  
Springfield, Illinois

Dear Sir:

Thank you for the copy of your catalogue rules for archive material.

I think your idea for historical and bibliographical cards is excellent, and will be of great value to the researcher.

There seem to be a lot of cross-references under feeble-minded children, and the last two seem to be identical, but, as my own period is Mediaeval, perhaps I should not criticise.

I heartily approve of section e, which is a very useful general subject reference entry.

Please give my kindest regards to Miss Margaret Norton.

Yours very truly,

(signed) R. B. Haselden

RBH:EP

MAY -9 39 193

Ill state lib Archives div:

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Ill state lib catalog rules	...
series for archival material	...
ser. 1 29/39	...
University of Idaho	...

Library:

Address:

LIBRARY

MOSCOW IDAHO



PHINEAS LAWRENCE WINDSOR, Director  
AMELIA KRIEG, Assistant Director  
ETHEL BOND  
ANNE MORRIS BOYD  
MARIE MILLER HOSTETTER  
ROSE BERNICK PHELPS  
MILDRED ELLA SINGLETON  
ERRETT WEIR MCDIARMID, JR.  
MARY RAMON KINNEY  
CHARLOTTE IRENE HAYNER

## University of Illinois Library School

Urbana, Illinois

July 14, 1939

Miss Margaret C. Norton  
Superintendent Archives Division  
State Library  
Springfield, Illinois

Dear Miss Norton:

In the course in Advanced Cataloging I want to devote a couple of periods to your publication of "Catalog Rules Series for Archive Material". I have a personal copy and I understand that the Library has received three copies as a gift. However, since I have twenty-five students in my class, I should like to have a few more copies. Are they for sale and for what price?

I also am referring the students to the pamphlet, "Preservation of Local Archives", prepared by the Archives Commission and published in Washington, D.C. in 1932. My copy of that pamphlet has a sticker with "from Edward J. Hughes" on it. Would it be possible to secure a few more copies of this publication also?

We are not specializing in the cataloging of archives! I merely want the students to be aware of some of the problems and some of the differences in cataloging archives and books.

Very truly yours,

*Ethel Bond.*

EB:M

PHINEAS LAWRENCE WINDSOR, Director  
AMELIA KRIEG, Assistant Director  
ETHEL BOND  
ANNE MORRIS BOYD  
MARIE MILLER HOSTETTER  
ROSE BERNICE PHELPS  
MILDRED ELLA SINGLETON  
ERETT WEIR MCDIARMID, JR.  
MARY RAMON KINNEY  
CHARLOTTE IRENE HAYNER

## University of Illinois Library School

Urbana, Illinois

July 26, 1939

Miss Margaret C. Norton, Superintendent  
Archives Division  
Illinois State Library  
Springfield, Illinois

My dear Miss Norton:

I should have acknowledged your very prompt response to my SOS call for material about archives long before this, but I really was waiting for a bill. Do you mean to say that you are letting us have all those copies free--not even to pay the postage?

They came in plenty of time. I let Mrs. Marable, who is teaching Cataloging her this summer, but who also teaches in the University of Oklahoma Library School, have a copy of each publication to keep, and also let Miss Colvin, another visiting instructor, have a copy. The other copies I am saving for use with other classes. It was a great convenience to have so many copies when we discussed archives last Monday, and I told the students that you had very kindly rushed the copies over for us.

Sincerely yours,

*Ethel Bond*

EB:RO

Ethel Bond

1 August 1939

Miss Ethel Bond  
University of Illinois Library School  
Urbana, Illinois

Dear Miss Bond:

Our Catalog Rules are published as State publications, and, therefore we do not charge postage upon them.

I am glad that you are finding them useful.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MCN AR

**INDIANA STATE LIBRARY**

**C. B. COLEMAN, Director**

**Telephone: Riley 8361**

**INDIANAPOLIS**

**February 10**

**1 9 3 9**

*Sent out  
2-15-39  
2 copies*

Miss Margaret C. Norton,  
Supt. of Archives Division,  
Illinois State Library,  
Springfield, Illinois.

Dear Miss Norton:

We are anxious to secure two copies of  
your recent publication entitled "Catalog Rules;  
Series 4, Archives Material".

If this publication is available for  
\$2.00 or less per copy, you may send us the two  
copies, with your bill in duplicate. If the  
cost is more than \$2.00, please advise us.

Very truly yours,



Kenneth R. Shaffer

~~Order~~ Librarian

KRS:MSW

Indiana Academy  
Cicero, Indiana  
April 21, 1939

Dear Sir:

Will you kindly send our library a copy of the following  
pamphlets listed in The Vertical File Service: Illinois  
state library catalog rules: series for archives material.

Thank you.

Yours truly,

*Mary Chapman* Librarian

Indiana Academy Library

sent 4/26/39

INDUSTRIAL RELATIONS COUNSELORS, INC.,  
RKO Building -- Rockefeller Center  
1270 Sixth Avenue, New York, N. Y.

Dear Sir:

If available for free distribution, we would appreciate receiving a copy of the following publication which we understand you have issued:

*Rules: series franchises material*

Very truly yours,

*LH Morley*  
Librarian  
K

PLEASE SEND OUR REFERENCE DEPARTMENT THE FOLLOWING PAMPHLETS:

Illinois state library catalog rules: series for archives  
material.

37  
THE PUBLIC LIBRARY  
JACKSONVILLE, FLORIDA

1-17-33  
301-303 West Jefferson  
Phoenix, Arizona  
January 11, 1939

Margaret C. Norton  
Superintendent, Department of Archives  
State Library  
Springfield, Illinois

Dear Madam:

At the suggestion of Dr. Luther H. Evans, national director of the Historical Records Survey, I am writing to ask you to send me a copy of your "Rules for Classification of Archives". We should very much appreciate having a copy of the rules if available.

Sincerely yours,

Sidney Kartus

Sidney Kartus  
State Director  
Historical Records Survey

SK/gt



THE LIBRARY OF CONGRESS  
COOPERATIVE CATALOGING AND CLASSIFICATION SERVICE  
WASHINGTON

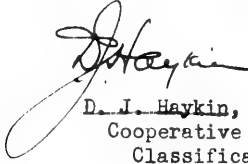
September 14, 1939

Miss Margaret C. Norton  
Superintendent  
Archives Division  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

For my own use in meeting cataloging  
problems relating to archival material, may I have a  
copy of the catalog rules issued by you to date.

Yours very truly,

  
D. J. Haykin, Chief  
Cooperative Cataloging and  
Classification Service

DJH:hh

*sent 9/19/39  
pk*

THE LIBRARY OF CONGRESS  
COOPERATIVE CATALOGING AND CLASSIFICATION SERVICE  
WASHINGTON

September 26, 1939

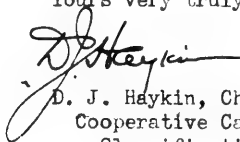
Miss Margaret C. Norton  
Superintendent, Archives Division  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Two copies of "Catalog Rules: Series for Archives Material" reached me a few days ago. I am very grateful to you for sending the two copies. If none have been sent to the Library of Congress before, I will have one copy bound and cataloged for the shelves. I assume that the other copy is for me personally to be used in connection with my work.

Will this note serve as an acknowledgment to the Illinois State Library or should I send one direct?

Yours very truly



D. J. Haykin, Chief  
Cooperative Cataloging and  
Classification Service

DJH:mlt

**LOS ANGELES COUNTY PUBLIC LIBRARY**

322 SOUTH BROADWAY, LOS ANGELES, CALIF.

Sept. 8, 1939

WE SHOULD BE GRATEFUL IF YOU WOULD FAVOR US WITH

copy of Catalog rules: series for archives  
material. 1939

*sent 9/15/39*

IF YOU CANNOT SUPPLY, WILL YOU KINDLY INFORM US?

VERY TRULY YOURS,

HELEN E. VOGLESON, LIBRARIAN.

BY

*Rebecca L. MacGair*

HEAD ORDER DEPT.

*24*

FORM 37A 2M 8-38

~~MUNICIPAL REFERENCE LIBRARY~~

A DEPARTMENT OF THE LOS ANGELES PUBLIC LIBRARY

300 CITY HALL

LOS ANGELES, CALIFORNIA

Gentlemen:

We should appreciate the favor  
if you would send us the following  
publications:

Catalog rules: series for  
archives material. 1938. 51 p.

*Sent  
Jan 23*

Noted in: PAIS 12/3/38 p2

If there is any charge, please  
notify us before sending.

Josephine B. Hollingsworth,

P. C. 15 Department Librarian.

LOUISIANA STATE UNIVERSITY

LIBRARY

UNIVERSITY, LA.

JAMES A. McMILLEN,  
DIRECTOR OF LIBRARIES

March 27, 1940.

Miss Margaret Norton,  
Supt. of Archives,  
Illinois State Library,  
Springfield, Illinois.

Dear Miss Norton:

In view of the increased interest in the compilation of lists of state documents by individuals, and of state author heading lists by several regional groups, the Committee on State Author Headings is attempting to arrive at the formulation of certain standards, which might well be applied to these lists. This is in no sense an attempt to regulate local cataloging practice in regard to form and arrangement, but is intended to apply to the above named types of lists which might well be used for ascertaining the exact authorities for state headings by catalogers all over the country.

Your cooperation is requested in considering and stating your opinion in regard to the points still undecided in the accompanying circular of Tentative Standards For a State Author Heading List. Please check the items which you think should be included in No. 1; also the form of entry and arrangement in Nos. 4 and 5 that you prefer, and return the circular as soon as possible. Your reasons for the choices indicated will be valued by the Committee if you will state them also.

Very truly yours,  
Committee on State Author Headings,  
Catalog Section, A.L.A.

James B. Childs  
Margaret Pierson  
Lena L. Tucker  
Jerome K. Wilcox  
Lucy B. Foote, Chairman.

F:G

## TENTATIVE STANDARDS FOR A STATE AUTHOR HEADING LIST

1. The lists should include all known state executive departments, boards, commissions, etc., past and present.

Still undecided: Shall the list include

1. Colonial agencies?
2. Territorial agencies?
3. College and universities, and if so, should their departments be included also?

2. With the entries there should be incorporated histories of agencies, showing dates of establishment and abolition, mergers, and changes of title.

3. Statutes, constitutional provisions or executive orders authorizing such establishment, change of title, abolition or merger, should be cited.

### 4. Form of entry:

Shall entry be made under the complete and direct form under the law?

- i.e. Indiana--Department of commerce and labor--Division of labor--Bureau of mines and mining.
- i.e. Louisiana. Department of agriculture and immigration. Bureau of marketing.

OR:

Shall entry be made under the "smallest feasible unit"?

- i.e. Indiana--Bureau of mines and mining.
- i.e. Louisiana. Bureau of marketing.

### 5. Arrangement of entries:

Entries should be arranged in one alphabet in direct form, with an index or finding list under key words.

OR:

Entries should be arranged under "key word of title", as if the entry were inverted. The heading cited above filing as Indiana--Mines and mining, Bureau of.

30 March 1940

Miss Lucy R. Foote, Chairman  
Committee on State Author Headings  
Louisiana State University  
University, Louisiana

Dear Miss Foote:

Under separate cover, I am sending you a copy of our Catalog Rules for Archives. This raises a number of points to be considered in making catalog cards for governmental departments. Instead of attempting to answer the questionnaire which you have sent me, I am replying with this, because it gives some of my thoughts on the matter of corporate entries more clearly than I could give in the space allowed on your questionnaire. In other words, my reply to most of your questions would be "that depends".

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MCN AR

*St. Remo*

STATE OF MARYLAND  
HALL OF RECORDS

MORRIS L. RADOFF  
ARCHIVIST

ANNAPOLIS

January 3, 1940

Miss Margaret C. Norton  
Superintendent  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

I wish to thank you for your letter of December 8 and  
for your bulletin on catalog rules for archival material. Your  
comments and the bulletin will be valuable to us in working out a  
catalog system for the Hall of Records.

Yours sincerely,

*Elizabeth W. Meade*

Elizabeth W. Meade  
Assistant Archivist

EWM:TCF



*Wm Norton*

2-14-39

UNIVERSITY OF MICHIGAN  
ANN ARBOR  
GENERAL LIBRARY

WILLIAM WARNER BISHOP  
LIBRARIAN

CORDELIA L. HAAGEN  
HEAD OF ORDER DEPARTMENT

CABLE ADDRESS—LIBRARY, ANN ARBOR

CODES—ARC 5TH ED.; ADAMS CABLE  
CODEX 10TH ED.

February Third  
1 9 3 9

FILED-100

Dear Miss Skogh:

This Library would like to secure an additional copy of the Illinois State Library Catalog Rules: Series for Archives Material. If you can send it to us on exchange account, we shall be very grateful. If no more exchange copies are available, will you kindly let me know at what price we may purchase a copy?

Very truly yours,

*Cordelia L. Haagen*  
Head of Order Department.

Miss Harriet M. Skogh, Superintendent  
General Library Division  
Illinois State Library  
Springfield, Illinois

CLM:KP

*Carl Kates*

UNIVERSITY OF MICHIGAN  
ANN ARBOR  
GENERAL LIBRARY



WILLIAM WARNER BISHOP  
LIBRARIAN

CORDELIA L. HAAGEN  
HEAD OF ORDER DEPARTMENT

WILBUR R. MCKEE  
IN CHARGE OF DOCUMENTS

CABLE ADDRESS—LIBRARY, ANN ARBOR

CODES—ABC 5TH ED., ADAMS CABLE  
CODEX 10TH ED.

May 1, 1940

Gentlemen:

The material listed below has not been received in the Libraries of the University of Michigan. Will you please send it to us, provided it is available for free distribution. We shall be very much obliged for this favor.

Very truly yours,

*Wilbur R. McKee*

Wilbur R. McKee  
In Charge of Documents

State Library  
Springfield, Illinois.

Catalog, rules: series for archives  
material. Revision no. 1.

*sent 6/3/40*

April 1939  
Ill. state library Archives div.  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Ill. state library	.....C
Antislavery series	.....C
Antislavery series	.....C
Antislavery series	.....C
Antislavery series	.....C
Antislavery series	.....C
Antislavery series	.....C
Antislavery series	.....C
Antislavery series	.....C
Antislavery series	.....C

Address: LAW LIBRARY  
Library: UNIVERSITY OF MICHIGAN  
ANN ARBOR, MICH.

May 17

Illinois State Library Archives 1939

Division

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
1 copy of	c
Illinois State Library	c
Catalog Rules	Free c
	c
	c
	c
	c
	c
	c

Library: Milwaukee County Law Library  
Address: Court House Milwaukee Wisconsin

FEDERAL WORKS AGENCY  
WORK PROJECTS ADMINISTRATION  
MINNESOTA BUILDING  
ST. PAUL, MINNESOTA

S. L. STOLTE  
ADMINISTRATOR

Minnesota Historical Records Survey  
13th Floor New Post Office Bldg.  
St. Paul, Minnesota

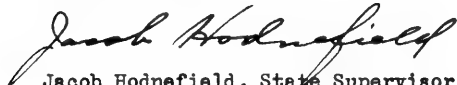
January 16, 1940

Illinois State Archives,  
State Archives Building,  
Springfield, Illinois.

Gentlemen:

*Rec'd  
1/18/40  
JH:cb* Have you a copy to spare of the proposed  
classification of State Archives, which you prepared  
in mimeograph form a couple of years ago, or any  
other such publication issued at a later date? I  
should like very much to have a copy.

Very truly yours,



Jacob Hodnefield, State Supervisor  
Minnesota Historical Records Survey

JH:cb

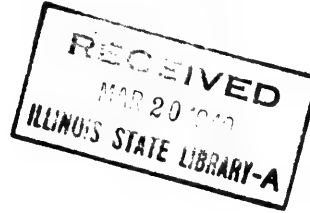
# MINNESOTA HISTORICAL SOCIETY

*Saint Paul*

IRA C. OEHLE, PRESIDENT  
LESTER B. SHIPPEE, VICE-PRESIDENT  
JULIUS E. HAYCRAFT, VICE-PRESIDENT  
JULIAN B. BAIRD, TREASURER

ARTHUR J. LARSEN  
SECRETARY AND SUPERINTENDENT

GERTRUDE KRAUSNICK, LIBRARIAN  
GRACE L. NUTE, CURATOR OF MANUSCRIPTS  
WILLOUGHBY M. BABCOCK, CURATOR OF  
MUSEUM AND ARCHAEOLOGIST



March 19, 1940

Illinois State Library  
Springfield, Illinois

Gentlemen:

Would it be possible for you to send us  
another copy of your Catalog Rules, Series  
for Archives Material, Revision No. 1? We  
wish to have this for our Manuscript Division.

Sincerely yours,

*Esther Jerabek*  
Head of Accessions Department

EJ/B

193

(Name of organization issuing literature)

**Title**

Price, if not free

•

*Handwritten signature*

[illegible]

LIBRARY  
MUSEUM OF SCIENCE  
AND INDUSTRY

**Address:**

Library:

JACKSON PARK, CHICAGO

April 19th, 1939

Gentlemen:

I would appreciate it if you would send to me a copy of your code for cataloguing entitled:

"Illinois State Library Catalog Rules"  
(series for archives material)

Thank you.

Maurice E. Nally *sent*  
436 Pulaski Street,  
Brooklyn, N. Y.





3-13-39  
The National Archives

Washington, D. C.

March 10, 1939

Miss Margaret C. Norton  
Superintendent, Archives Division  
Illinois State Library  
Springfield, Illinois.

Dear Miss Norton:

I am interested in obtaining a  
copy of the mimeographed work entitled: Catalog  
Rules: Series for Archives Material which came  
out in 1938. If there is a charge for this  
work, please bill me.

Sincerely yours,

*Albert M. Tewksbury*

ALBERT M. TEWKSBURY  
Division of War Department Archives



LIBRARY

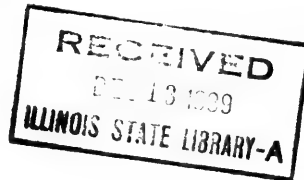
~~TREASURY DEPARTMENT~~  
**TREASURY DEPARTMENT**

UNITED STATES  
PUBLIC HEALTH SERVICE

**NATIONAL INSTITUTE OF HEALTH**

~~Washington, D.C.~~  
Bethesda, Maryland.  
December 4, 1939.

Librarian,  
State Library,  
Springfield, Illinois.



Dear Sir:

If available for free distribution, we will thank you for the courtesy of forwarding to us by mail, using the enclosed addressed penalty slip which requires no postage, the following named publications which are desired for use in our library:

Catalog rules: series for archives material.  
Springfield, 1938. (mim.)

Respectfully,

*G. Myers*  
G. Myers, Librarian *m. u.*

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FRANKLIN O. POOLE

July 29, 1939

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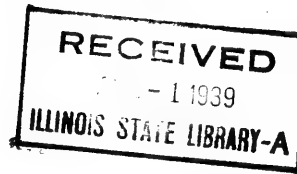
Yours very truly,

*F. O. Poole*  
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April 1939 193

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Library: North Sacramento School Library  
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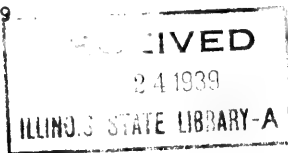
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Title	Price, if not free
Ill. state library	.....c
cat. log rules	.....c
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chives materiel	.....c
	.....c
	.....c
	.....c
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	.....c

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OBERLIN, OHIO

July 20, 1939



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*9/26/39*

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Springfield, Ill.

Gentlemen:

We were very glad to have the copy of the following publication which you sent in answer to our request of July 20:

Illinois State Library  
Catalog rules: Series for Archives  
Material. 1938.

However, we find that pages 42-47 are missing. Would it be possible for you to send us a perfect copy? We shall be grateful if you can.

Very truly yours,

*Mrs Helen J. Benson*  
Head, Order Department

EB

May 9 1939  
Ill. State Lib. Archives Div.  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois State Library	C
Catalogue Raisonné	free
.....	C
.....	C
.....	C
.....	C
.....	C
.....	C

Library: Ohio Farm Bureau coop lib  
Address: 240 N. High St  
Columbus, Ohio

May 5 1939  
Illinois Stat. Library Archives div.  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois stat. library	.....C
catalog rules: series for	.....C
architects material	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C
Oklahoma Library Commission	.....C

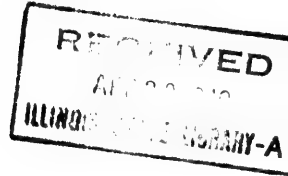
Library:  
Address:

State Capitol

Oklahoma City Okla

OREGON STATE COLLEGE  
CORVALLIS, OREGON

LIBRARY



April 25, 1940

Illinois State Library  
Springfield, Illinois

Gentlemen:

If available for distribution, we should be pleased to receive  
for our Library files the publications listed below.

Kindly notify us before sending if there are any charges. Please  
address:

Library, Serials Division  
Oregon State College  
Corvallis, Oregon

Thank you for any courtesies which you may extend.

Very truly yours,  
LUCY M. LEWIS, DIRECTOR OF LIBRARIES  
by *Emily Rose Bowring*  
Serials Division

5/2/40

Catalog rules: series for archives material. Revision no. 1. 1939.

ELB:af

University of Oregon Law Library  
Eugene, Oregon

Dear Sirs:

Please send us a copy of the Illinois State  
Library Catalog rules: series for archives material, as  
advertised in the April 1939 issue of the Vertical File  
Service.

Very truly yours,

*Lois I. Baker*

Lois I. Baker  
Law Librarian

100-7164  
5/2/39

INSTITUTE OF LOCAL AND STATE GOVERNMENT

Research Service Center

406 Logan Hall

University of Pennsylvania

Philadelphia, Pa.

February 4, 1939

If available for free distribution, please send  
us the following publication:

"Catalog rules: series for archives material." 1938

Kindly notify us in advance if there is any charge.

Very truly yours,

Isabell Bronk  
Research Associate



\_\_\_\_\_ April 19 \_\_\_\_\_ 1939  
Ill. State Lib. \_\_\_\_\_  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois State Library Catalog	..... C
Rules	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C

Address:  
Library:

HIGH SCHOOL LIBRARY  
PERTH ANDOY, N. I.

University of Pittsburgh Library  
530 Cathedral of Learning  
Pittsburgh, Pa.

March 27, 1939

Gentlemen:

We are interested in securing a copy of CATALOG RULES:  
SERIES FOR ARCHIVES MATERIAL. 1938. If there is any  
charge for this title, we will be glad to pay it.

Very truly yours,  
Florence A. Pearlman  
Order Librarian

/btc

THE LIBRARY  
UNIVERSITY OF THE PHILIPPINES  
MANILA, P. I.

December 2, 1938

The Library gratefully acknowledges the receipt of the  
publication noted below.

Catalog rules: Series for  
archives material. 1938.  
5lp.

*S. J. Jones*

*Gabriel J. Perreault*  
GABRIEL J. PERREULT  
**RECEIVED**  
ILLINOIS STATE LIBRARY

JAN 3 - 1939

OFFICE OF  
SUPERINTENDENT OF LIBRARY DIVISION  
SPRINGFIELD, ILLINOIS

THE LIBRARY  
COLLEGE OF ARTS & SCIENCES  
UNIVERSITY OF THE PHILIPPINES  
BAGUIO, P. I.

February 10, 1939

-DEAR SIRs:

We shall be grateful if you will send us the publication noted below, free of charge. If you cannot supply it, kindly inform us.

Very truly yours,

Illinois State Library  
Catalog rules; series for  
archives material. 1938.  
5lp.

*Perfecto S. Sison*  
PERFECTO S. SISON  
Librarian

*See list Mar - 1 - 3*

THE LIBRARY  
UNIVERSITY OF THE PHILIPPINES  
MANILA, P.I.

March 31, 1939

Dear Sir:

We shall be grateful if you will send us the publication noted below, free of charge. If you cannot supply it, kindly inform us.

Very truly yours,

Hughes, E.H. Comp.  
Catalog rules. (1936)

*Edward S. ...*  
310030 SAHIM  
~~Gifted to the University~~  
Ref. Librarian

54/39

U. P. Lib. Form No. 105 (Gift)

THE LIBRARY  
UNIVERSITY OF THE PHILIPPINES  
MANILA, P. I.

Manila, June 15, 1934

The Librarian,  
Illinois State Library,  
Springfield, Illinois.  
U.S.A.



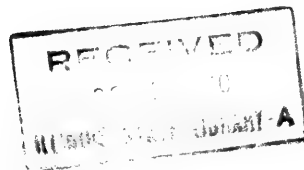
Dear Sir:

I acknowledge with thanks  
receipt of a copy of Illinois State  
Library "Catalog Rules: Series for  
Archives Material," 1933, which you  
kindly sent in response to  
my request.

Very truly yours,

Isidoro Staniel

THE LIBRARY  
UNIVERSITY OF THE PHILIPPINES  
MANILA, P. I.



SEP 6 1940

Illinois State Library  
Springfield, Illinois

Gentlemen;

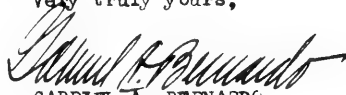
We have just received a copy of --

Catalog Rules: Series for  
Archives Material. 1938.  
51p.

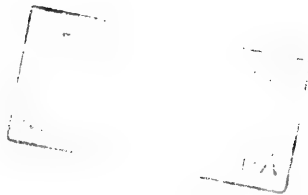
which you have been very kind to send us.

Please accept our thanks for it.

Very truly yours,

  
GABRIEL A. BERNARDO  
Librarian

AG:C



LIBRARY ASSOCIATION OF PORTLAND  
PORTLAND, OREGON

Would it be possible for us to obtain as a gift  
a copy of Catalog rules; series for Archives  
Ed. J. H. Lee, comp. 1908

for use in our Municipal Reference Library? Your  
courtesy will be appreciated.

Nell A. Unger, Librarian

*Vida M. Jones*  
By Vida M. Jones

Municipal Reference Library  
310 City Hall



FEB 26 1940

193

Illinois State Library - Extension div

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Statistics of the Libraries of Ill.	c
1938	c
	c
	c
	c
	c
	c
	c
	c

Library: The Reference Library  
The Quanna Corp.  
Address: 35 E. Wacker Dr., Chicago, Ill.

May 19'39

193

*Ill. state lib. archives div.*  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
<i>Ill. state library catalog</i>	<i>c</i>
<i>rules: series for archivists</i>	<i>c</i>
<i>materials</i>	<i>free c</i>
<i>724/31</i>	<i>c</i>
<i>...</i>	<i>c</i>
<i>...</i>	<i>c</i>
<i>...</i>	<i>c</i>
<i>...</i>	<i>c</i>

MARY REED LIBRARY

Library:

University of Denver,

Address:

Denver, Colo

# 113 S. 3d. St.,  
Richmond, Va.,  
Mar. 4, 1940.

My dear Miss Norton:

Please (Please), in the first place, pardon my not having acknowledged your kindnesses in the matter of the supplement to the "Catalogue Rules", the package of your back publications,- in addition to the current numbers of "Illinois Libraries"; but, to tell you the truth, I just could not "get 'round to it",- in the same way that I have not <sup>yet</sup> requested from the lady in Williamsburg a copy of the report on the First Archives Building in the United States.

However, we managed to properly lay the cornerstone of the new State Library building on February Twenty-second, in accordance with the very nice invitation which you received,- but with comparatively little enthusiasm, as you can see from the clippings I am sending you under separate cover. These, like the other phases, I took care of,- but only now have I been able to start them to you (They will be mailed to-morrow noon).

I was much pleased to have the supplement to the "rules" and hope that I may receive copies of such others as may be issued from time to time; and believe me, with best wishes and glad to see that you are scheduled for activities archival at Columbia during the coming summer session,

Very sincerely yours,

Regards to Mr. Hughes and Miss Rogers and  
my other friends

*Morgan Robinson*

*"Parishes" are developing splendidly*

# CITY OF ROCHESTER

NEW YORK



PUBLIC LIBRARY  
115 SOUTH AVENUE

JAN 28 1939

RECEIVED  
CITY OF ROCHESTER  
JAN 28 1939

*Sent Jan 30*

January 27, 1939

Gentlemen:

Please send to this library one copy of the following publication:

Catalog rules: series for archives material (1938)

If the cost exceeds \$1.00 please notify us before mailing.

Very truly yours

*Ada J. White*

Ada J. White  
~~Head, Order and~~  
Catalog Department

AJW/JB

Illinois State Library  
Springfield, Illinois

\_\_\_\_\_ April 28 1939  
 Ill State Lib. Archives  
 (Name of organization issuing literature)

Please send us the following titles, which are listed in the Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois State Library	c
catalog index section	c
for archival material	c
	c
	c
	c
	c

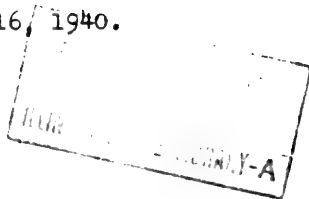
Library: Roseford Public  
 Address: Roseford Pa.

RUSSELL SAGE FOUNDATION LIBRARY  
130 EAST TWENTY-SECOND STREET  
NEW YORK, N. Y.

BERTHA F. HULSEMAN, LIBRARIAN

February 16, 1940.

Librarian  
State Library, Archives Division  
Springfield, Ill.



Dear Sir:

Will you please send us a copy of the following publication?  
"Catalog rules, Archives division, comp. by E.J. Hughes, 1936".

Thanking you in advance, I am

Very truly yours,

*Bertha F. Hulseman*

Librarian

*Should there be a charge  
for this please send bill in  
duplicate.*

*Sent with copy of doc. I  
2/23/40*

..... May 2, ..... 1939.  
Illinois state library.....  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog rules	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C
.....	..... C

FROM

Library: RUTGERS UNIVERSITY LIBRARY  
Address: NEW BRUNSWICK, N. J.

.....June 19.....1939  
Ill State Lib Archives Div.....  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog rules	— sent 7/5/39
.....	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C
.....	.....C

Address: St. Agnes Academic School,  
Library: 123-12 14 Ave., College Point, NY



*Carl Fisher*

St. John's University  
School of Law Library  
96 Schermerhorn Street  
Brooklyn, N. Y.

December 15, 1939

Illinois State Library  
Springfield, Illinois

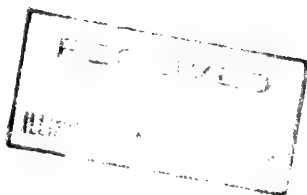
att. of Librarian:

Would you send The Library, without charge, a copy  
of the Mimeographed sheet cited on the enclosed card.

This Library is being recatalogued and this pamphlet  
would be of great interest to us.

Yours very truly,

*Daniel Lloyd Spencer*



# MUNICIPAL REFERENCE LIBRARY

~~408~~ CITY HALL

ST. LOUIS, MO.

*Jan 30*  
January 16, 1938. ~~193~~

We shall be grateful to receive the donation of

Catalog rules: series for archives  
material. '38

If you are unable to grant this favor an answer  
will be appreciated. We shall always be pleased  
to serve you.

Very truly yours,  
Frederick C. Ault,  
Acting Librarian.

April 18, 1939

Ill. State Library, Archives Div.  
Springfield, Ill. 193

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog rules:	
series for archives material.	free
.....	C
.....	C
.....	C
.....	C
.....	C
.....	C

Address: SALEM COLLEGE LIBRARY  
Library: Winston-Salem, North Carolina

See

April 26, 1939

State lib Archives div

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog	c
rules: series for archives	c
material	c
	c
	c
	c
	c
LIBRARY	c
SOUTHEASTERN STATE TEACHERS COLLEGE	c

Address:

DURANT, OKLA

Library:

THE HOOVER LIBRARY ON WAR, REVOLUTION, AND PEACE

STANFORD UNIVERSITY LIBRARIES

DIRECTORS:

RALPH H. LUTZ, *Chairman*  
Professor of History  
H. H. FISHER, *Vice-Chairman*  
Professor of History  
HERBERT HOOVER  
Founder  
RAY LYMAN WILBUR  
President of Stanford University  
NATHAN VAN PATTEN  
Director of University Libraries  
J. S. DAVIS  
Director Food Research Institute  
E. G. MEARS  
Professor of Geography and  
International Trade  
E. E. ROBINSON  
Margaret Byrnes Professor of  
American History  
GRAHAM STUART  
Professor of Political Science  
ROBERT E. SWAIN  
Professor of Chemistry  
-----  
NINA ALMOND, *Librarian*  
*and Consultant*  
*in Research*

STANFORD UNIVERSITY, CALIFORNIA

April 18, 1940

sent  
4/18/40  
also Ken I

Miss Margaret C. Norton  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Your very valuable "Catalogue Rules: Series for Archives Material" has just been brought to my attention. I am wondering whether you would be good enough to present a copy to the Hoover Library.

Sincerely yours,

Nina Almond

Librarian  
Hoover Library

NA:N

2. b. Rules  
THE HOOVER LIBRARY ON WAR, REVOLUTION, AND PEACE

STANFORD UNIVERSITY LIBRARIES

DIRECTORS:

RALPH H. Lutz, *Chairman*  
Professor of History  
H. H. FISHER, *Vice-Chairman*  
Professor of History  
HERBERT HOOVER  
Founder  
RAY LYMAN WILSON  
President of Stanford University  
NATHAN VAN PATTEN  
Director of University Libraries  
J. S. DAVIS  
Director Food Research Institute  
E. C. MEARS  
Professor of Geography and  
International Trade  
E. E. ROBINSON  
Margaret Byrnes Professor of  
American History  
GRAHAM STUART  
Professor of Political Science  
ROBERT E. SWAIN  
Professor of Chemistry

NINA ALMOND, *Librarian  
and Consultant  
in Research*

Miss Margaret C. Norton  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Thank you very much indeed for the catalogue rules: Series for Archives Materials, 1938, and Revision No. 1 for 1939. We had been informed that these volumes were unusually valuable for administrators of archives materials. A cursory examination of the documents leads me to believe that we shall find them most useful.

Sincerely yours,



NA:N

Librarian  
Hoover Library

C.P.

JAN 29 1940

193

Illinois State library, Archives division, Springfield, Ill.  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois State library catalog rules:	.....c
series for Archives material.....	.....c
.....	.....c
..... sent 2/14/39	.....c
.....	.....c
.....	.....c
.....	.....c
.....	.....c

Address:  
Library:

Seattle College Library  
900 Broadway  
Seattle, Washington

Ill. State Liby. Archives My 1937  
 Div. Springfield, Ill.  
 (Name of organization issuing literature)

Please send us the following titles, which are listed in the  
 Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Ill. State Liby. Catalog Rules fall	C
12973	C
	C
	C
LIBRARY	C
UNIVERSITY OF SOUTH DAKOTA	C
VERMILION, S. D.	C

Address:  
 Library:



---

**VERTICAL FILE SERVICE**

THE H. W. WILSON COMPANY

---

To Mr. Lee Nix

**LIBRARY**

**SOUTHEASTERN STATE TEACHERS COLLEGE  
DURANT, OKLA.**

10-38-100M-1025-A R

Ill. state lib Archives div 4/21 1937  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog rules	c
series for archives material	c
	c
	c
	c
	c
	c
	c

Library: Southmont Boro High School Library  
Address: 307 State St., Johnstown, Pa.

DONALD CONEY · LIBRARIAN

THE  
UNIVERSITY  
OF TEXAS

AUSTIN · TEXAS

May 25, 1939

Miss Margaret C. Norton  
Superintendent  
Archives Division  
Illinois State Library  
Springfield, Illinois

My dear Miss Norton:

Looking through the January issue of the American Archivist, I came across a reference to a pamphlet called Catalog Rules: Series for Archives Material, published by the Illinois State Library. If a copy is available for distribution, I should be glad to have one. On second thought, I think we should like to have two copies, one for the Archives Collection and one for the general stacks.

Yours very truly

*Donald Coney*  
Librarian

*sent 2 copies  
5/29/39  
a 2*

DC:w

THE  
UNIVERSITY OF TEXAS  
DONALD CONEY · LIBRARIAN      AUSTIN · TEXAS

June 8, 1939

Miss Margaret C. Norton  
Superintendent, Archives Division  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

I appreciate very much the receipt of two copies of your Catalog Rules: Series for Archives Material. I glanced through a copy last night and was much taken with the intelligent attack made on many problems which develop out of the difference between archives and printed materials.

The introduction of a function and subfunction elements in the entry is extremely interesting. It resembles slightly a device I have favored for a number of years and which, it is true, is used in some libraries in the case of certain material. This device is simply to determine a standard title for a work whose title varies with different editions and periods, such as Robinson Crusoe. This problem, of course, is more acute in cataloging music scores than in ordinary printed books.

I am uncertain about one point that I should be happy to have you clear up for me. In paragraph 10, in discussing the arrangement of cards in the catalog, item 5 says "Titles: arranged chronologically by earliest date of series." Does this mean that the inclusive dates of the series take precedence over the language of the title in determining the arrangement of cards within a function or subfunction? In other words, after a filer has gotten down past the subfunction in determining the location of a given card, does he then jump to date or to the first letters of the title?

If date is the next filing medium, then it seems to me that some provision should be made for setting out the date in a prominent location, preferably by causing it to precede the title on the catalog card.


I am also interested in the observations of these rules on subject headings. You apparently incline toward what is sometimes called an alphabetical-class catalog. Personally, I have always leaned toward a classified display of material as opposed to the specific-subject display organized on the

artificial basis of the alphabet which is the essence of the dictionary catalog, but it seems to me that this question of subject headings merits the careful attention of your committee.

Another point that aroused my curiosity occurs in paragraph 15 where you say "However, this difficulty can be overcome by keeping an up to date index of locations in relation to the classification numbers." This seems to suggest that call or location number is not intended to play its true role, namely, of indicating the location of material on the shelves, but must be used in connection with another file, a sort of concordance, relating classification to location. This seems to me definitely bad and excusable only when an antiquated classification system demands the rearrangement of material, and poverty prevents the changing of location symbols in the catalog. Why not introduce into the location number symbols which will indicate variations in shape, quantity, etc., which will lead a person directly to the proper place and thus eliminate the concordance.

With best wishes, I am

Yours sincerely

  
Librarian

DC:w

14 June 1939

Mr. Donald Coney  
Librarian  
University of Texas  
Austin, Texas

Dear Mr. Coney:

Thank you very much for your critique of our catalog rules. These are, as you can see, quite tentative, and we are hoping that other people will send in suggestions which we can try out or incorporate.

In your third paragraph you ask about our filing arrangement. You ask particularly whether inclusive dates of the series take precedence over the language of the title in determining the arrangement of cards. In Archival practice, we do find dates more important than the language of the title. Archives, unlike books, do not have formal titles. We could place the date before the title, but this would cause some awkwardness in relation to other bibliographical items. Frequently I write the date after the call number, or in the margin of the card set aside for the call number and opposite the date. We are now entirely consistent in our practice in this respect, and without a too detailed explanation, I would be unable to clarify this for you. Ordinarily the date governs the type of material to be found under that date, and most reference questions in archives involve dates. Titles are used only to distinguish between similar series.

In your fifth paragraph you speak about subject headings. This is the weakest part of the Catalog Rules, and included simply because something had to be said on the subject. The question as to whether broad subjects with sub-divisions or small subjects with reference to broad subjects are more needed is one upon which archivists are not in agreement, even with themselves. In our own practice it seems better to use the broader headings. Mr. Russell of the National Archives informs me that they have found the Wilson subject headings more applicable than the Library of Congress or A. L. A. subject headings. I have reached the same conclusion.

Your last paragraph speaks of the fact that our call numbers are not intended to play their true role; namely, of indicating the location of material on the shelves, but must be used in connection with another file, a sort of concordance, relating classification to location. This is the feeling that the head of the Classification Department of the National Archives had when he first began working. Unfort-

Page 2 - Mr. Coney - June 14, 1939

unately it is impossible and impractical in archives to shelve things strictly in accordance with classification. We are trying to keep things belonging together at least on the same floor of the vault, but when you have one series, which may take up two-thirds of a vault and the series which logically comes after that takes up three-fourths of another vault, it is impractical to have one follow another immediately, because the records of the second series would not all be filed in the same vault, which would be exceedingly inconvenient in management, and particularly would this be a disadvantage in rapidly growing files. For instance, we add about sixty transfer drawers each year to the Secretary of State's correspondence. Unless we are going to be shifting constantly, it would be impossible to leave sufficient space for these between two major series. Therefore, we fill in the small space following a major series with shorter series, which can be shifted when the space allowed for expansion in one series is used up and more room is necessary. This is not logical, but it is the only practical way of handling the series unless you have unlimited room to allow for expansion, and most archival series do expand. This point is very difficult for a librarian to grasp, but my conclusions are based upon my many years experimentations and I have not yet found the ideal system of call numbers. As a matter of fact, as yet, we do not use call numbers here, but merely symbols for the various series, and use a subject index to our shelf list in order to locate records in the vaults.

As you doubtless noticed in the Catalog Rules, my idea is to make the catalog cards conform outwardly at least to library practices in order to make it as easy as possible for the user accustomed to library catalog cards, to find his way about in the archives catalog. This results, I sometimes fear, in something which is neither good archival or bibliographical practice. One of the things, which makes archival work so much fun is that it is all too experimental. That although what you do today may have to be thrown out tomorrow, you can justify to yourself, at least, that it was an experiment.

I will pass your letter and my reply on to the new chairman of the Cataloging Committee of the Society of American Archivists, Mr. John C. L. Andreassen. I resigned as chairman, because I felt that chairmanship should rotate among archives to get as broad an experience as possible.

Page 3 - Mr. Coney - June 14, 1939

before the society committed itself to rules of any one institution.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MCN AR



MAY 4 1933

193

Ill. state lib.....  
(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog....	c
rules, series for archives material.	c
.....	c
.....	c
.....	c
.....	c
.....	c
.....	c

Library: University of Toledo Library  
Address: Toledo, Ohio

THE PUBLIC LIBRARY OF TORONTO

CHARLES R. SANDERSON  
CHIEF LIBRARIAN

act Feb 27-39

20th February, 1939

Miss M. C. Norton,  
Archives Division,  
Illinois State Library,  
Springfield, Ill., U.S.A.

Dear Miss Norton,

I have seen references to the "Catalog rules:  
series for archives material" prepared in your library.  
I wonder if you have a copy to spare, or if you would  
be kind enough to forward my request to someone who  
might send me one. We are cataloguing mss. in this  
library and would like to have the benefit of your  
experience.

Yours faithfully,



Chief Librarian

MT:CA

# THE PUBLIC LIBRARY OF TORONTO

CHARLES R. SANDERSON  
CHIEF LIBRARIAN

3rd March, 1939

Miss M. C. Norton,  
Archives Division,  
Illinois State Library,  
Springfield, Ill.,  
U.S.A.

Dear Miss Norton,

Will you please accept our warm  
thanks for the copy of "Catalog Rules: Series for  
Archives Material" which you have been so kind as  
to send for this library.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'C. Sanderson', written over a horizontal line.

Chief Librarian

Please send us the following titles, which are listed in the Vertical File Service catalog of The H. W. Wilson Company.

Vertical File Service Catalogue of the		Price, if not free
Title		C
<i>All State Library</i>		C
<i>Catalogue vol.</i>		C
<i>ser.</i>	<i>729439</i>	C
		C
		C
SENIOR HIGH SCHOOL LIBRARY		C
BALSON AND JACKSON AVENUE		C
UNIVERSITY CITY		
Library:	MISSOURI	

**VIDALIA, GA.**  
**VERTICAL FILE SERVICE**

THE H. W. WILSON COMPANY

To

**VIDALIA SCHOOL LIBRARY**  
**VIDALIA, GA.**

10-28-100M-1025-A.R.

UNIVERSITY OF VIRGINIA  
CHARLOTTESVILLE  
ALDERMAN LIBRARY

HARRY CLEMONS  
LIBRARIAN

MARY LOUISE DINWIDDIE  
ASSISTANT LIBRARIAN

LOUISE SAVAGE  
IN CHARGE OF ACQUISITIONS

11 August 1939

Illinois State Library  
Archives Division  
Springfield, Illinois

Gentlemen:

We understand that you have issued a pamphlet called Catalog Rules: Series for Archives Material, Springfield, Illinois, 1938. If this pamphlet is available for distribution we would appreciate two copies. If this material is sent it will become a part of our permanent collection.

Very truly yours,



Louise Savage  
In charge of acquisitions

LS:DM



THE STATE COLLEGE OF WASHINGTON  
PULLMAN, WASHINGTON

March 27....., 1935

GENTLEMEN:

We note announcements of your recent publications as follows:

Catalog rules; see for archived material;

If above are free for distribution we will appreciate receipt and will place on file for the use of our faculty and students.

W. W. FOOTE, Librarian

W.F.

q ILL STATE LIB ARCHIVES DIV April 24 1939  
 (Name of organization issuing literature)

Please send us the following titles, which are listed in the  
 Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois State library catalog	C
rules: series for archives material	C
	C
	C
	C
	C
	C

Library: Fred W. Weiler  
 Address: 1649 Turner St. Allentown, Pa.



Ap 20 '39

193

Illinois state library Archives div.:

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois state library catalog rules	C
.....	C
.....	C
.....	C
.....	C
.....	C
.....	C
.....	C

Address:

High School Library

Library:

West Chester, Penna.

..... Aug. 9, 1939 ..... 193  
Ill state lib Archives Div. .... :

(Name of organization issuing literature)

Please send us the following titles, which are listed in the  
Vertical File Service catalog of The H. W. Wilson Company.

Title	Price, if not free
Illinois State Library catalog rules	.... C
.....	.... C
.....	.... E
.....	.... C
.....	.... C
.....	.... C
.....	.... C
.....	.... C

Address:

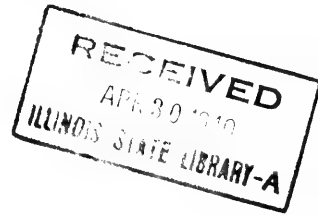
Library:

**WESTERLY PUBLIC LIBRARY**  
**WESTERLY, R. I.**

Whitman College Library

Walla Walla, Washington

April 26, 1940



Illinois State Library  
Springfield, Illinois

Gentlemen:

I would very much appreciate your  
sending me order information on the library's  
Catalog rules: Series for archives materials,  
Springfield, 1938.

Very truly yours,

*Julia M. Schmitz*

Miss Julia M. Schmitz  
Assistant librarian

*Send together with  
Rev I 5/3/40*

*Julia M. Schmitz*



# THE H. W. WILSON COMPANY

PUBLISHERS OF INDEXES AND REFERENCE WORKS  
950-972 UNIVERSITY AVENUE  
NEW YORK, N. Y.

January 18, 1939

Illinois State Library  
Archives Division  
Springfield, Ill

Gentlemen:

A copy of your booklet

## CATALOG RULES; SERIES FOR ARCHIVES MATERIAL

has come to our attention. Do you distribute this publication free of charge to libraries and educational institutions?

We should like to list the booklet in our Vertical File Service\* catalog, which brings worthwhile pamphlet publications to the attention of public libraries, colleges, and high schools. The result of this mention, which is without charge to you, will be a number of requests from librarians who wish to obtain copies for their reference files where they will be kept for the use of interested readers.

If for any reason you should wish to limit the distribution of the booklet, let us know. We can announce that a copy is available only to large public libraries, colleges, and universities--if you wish us to do so.

Enclosed for your examination are several sample pages from an issue of the catalog. You will note that each title therein is described as to source, price (if any), and content. The subjects under which the pamphlets are classified enable librarians to file the material as soon as it is received.

May we have your permission to announce in the next issue of our catalog the above-mentioned booklet and any others which you may wish to submit for our consideration?

Sincerely yours,  
THE H. W. WILSON COMPANY

*A. H. Rothe*

Vertical File Service

AH Rothe, E

\*The Vertical File Service is so named because librarians usually place pamphlet material vortically in filing cabinets. VFS

READERS' GUIDE TO  
PERIODICAL  
LITERATURE

BRIDGED READERS'  
GUIDE

CUMULATIVE BOOK  
INDEX

UNITED STATES  
CATALOG

BOOK REVIEW  
DIGEST

STANDARD CATALOG  
FOR PUBLIC  
LIBRARIES

STANDARD CATALOG  
FOR HIGH SCHOOL  
LIBRARIES

CHILDREN'S CATALOG

VERTICAL FILE  
SERVICE

ESSAY INDEX

REFERENCE SHELF  
HANDBOOK SERIES

MOVIE REVIEW  
DIGEST

INTERNATIONAL  
INDEX TO  
PERIODICALS

INDUSTRIAL ARTS  
INDEX

AGRICULTURAL  
INDEX

EDUCATION INDEX

ART INDEX

INDEX TO LEGAL  
PERIODICALS

CATHOLIC  
PERIODICAL INDEX

WILSON BULLETIN  
FOR LIBRARIANS



# THE H. W. WILSON COMPANY

PUBLISHERS OF INDEXES AND REFERENCE WORKS

950-972 UNIVERSITY AVENUE

NEW YORK, N. Y.

April 25, 1939

Miss Margaret C. Norton, Superintendent  
Illinois State Library  
Archives Division  
Springfield, Ill

Dear Miss Norton:

Some pamphlet material which you recently sent to us has now been listed in the Vertical File Service Catalog. On the enclosed marked page you will find it cataloged according to the system used in the library reference files.

As we pointed out to you, this listing brings your literature to the attention of librarians and results in the distribution of single copies to public libraries, schools, and colleges. In such depositories one piece of literature is consulted by a number of readers who are really interested in the subject.

The enclosed slips are the first requests resulting from the listing. Additional requests will be sent to you from time to time as they accumulate. We hope you will find it convenient to use the addressed label which may be cut apart from the upper portion of the slip. This label marks the envelope or package as containing pamphlet material for the library's reference file. Your name and address elsewhere on the envelope will indicate that you are the sender.

Occasionally you may find that a library or school will request a number of copies of one title. When this occurs, the main office is making the request in behalf of branch libraries of the system. Since the main library will see to the distribution of single copies to the branches, we trust you will see fit to fill such requests, especially since the postage is less for bulk mailing than for a number of copies mailed singly.

We appreciate your cooperation and should like to continue to bring your literature before our subscribers. We hope, therefore, that you will place the Vertical File Service on your mailing list to receive review copies of any new pamphlet material you may issue.

Sincerely  
THE H. W. WILSON COMPANY

*U. S. Norton*

Vertical File Service

AH:Roth:E

READERS' GUIDE TO  
PERIODICAL  
LITERATURE  
-  
ABRIDGED READERS'  
GUIDE  
-  
CUMULATIVE BOOK  
INDEX  
-  
UNITED STATES  
CATALOG  
-  
BOOK REVIEW  
DIGEST  
-  
STANDARD CATALOG  
FOR PUBLIC  
LIBRARIES  
-  
STANDARD CATALOG  
FOR HIGH SCHOOL  
LIBRARIES  
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CHILDREN'S CATALOG  
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VERTICAL FILE  
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ESSAY INDEX  
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REFERENCE SHELF  
HANDBOOK SERIES  
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MOVIE REVIEW  
DIGEST  
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INDUSTRIAL ARTS  
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EDUCATION INDEX  
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ART INDEX  
-  
INDEX TO LEGAL  
PERIODICALS  
-  
CATHOLIC  
PERIODICAL INDEX  
-  
WILSON BULLETIN  
FOR LIBRARIANS

Selected reading course based on the best publications of 1935-36. 3p nd Order from Univ of Ala Ext div Club study serv University Ala 10c

Mimeographed reading list of fiction, biography, drama, and general works

# BOOKSTORES

Modern book shop and rental library. 40p il '38 Order from Baker & Taylor co 55 5th av N Y 25c

Contents: Modern book shop; Planning a modern book shop, by G. N. Parker; Book shop atmosphere, by R. S. Doud; Books—H. Cargill, by H. D. Cargill; Rental library

# BRAKES

Braking power and how figured on freight and passenger cars, by F. A. Chilton. 126p '38 Order from The author 274 Polk st Eugene Ore \$1.75

Presents some simple problems on how braking power is figured on freight and passenger cars weighing from 18,000 to 170,000 pounds and explains how to figure the lifting power of an air jack or hoist of any size

# BUILDING

Let's talk about your house. 23p table '38 Order from Good housekeeping Bul serv 57th st at 8th av N Y 25c

A study program for women's clubs suggesting activities centered around the building of a house

# BUSINESS

\* Business. (Bldg Am v4 no 7) 32p il maps tables diagrs '39 E M Hale & co 5193 Plankinton arcade Milwaukee 30c

Prepared by Society for curriculum study. A unit on the history and problems of American business. Includes a bibliography

# BUSINESS education

Education for business. 8p '38 Lehigh univ Office of admissions Bethlehem Pa free

Questions and answers concerning business education in college

Index to collegiate business education, comp by P. O. Selby. 39p '39 Research press 611 Harrison st Kirksville Mo 53c

A comprehensive bibliography covering the years 1929 to 1938 inclusive

Index to the teaching of general business, 1929-1938, comp by P. O. Selby. 48p '39 Research press 611 Harrison st Kirksville Mo 53c

Bibliography covering courses of study, books and pamphlets for teachers, teachers' manuals, textbooks and workbooks, periodical references for teachers, reports of research, tests, recommendations for the high school library, activities, and enrichment materials

New opportunities in business for college men. 14p nd Order from Harvard univ Graduate school of business adm Baker lib Soldiers field Boston free

Free to libraries and schools. Brief information on opportunities for college graduates in business and advice on the value of broad training

C

# CAMPING

Camps and camping, comp by M. A. Badcock. (Bul no 153) 3p '39 Russell Sage foundation 130 E 22d st N Y 10c

A selected annotated bibliography of books, reports, and periodicals

Some frontiers in camping, by H. S. Dimock, C. E. Hendry & Roy Sorenson. (Character educ in the summer camp no 6) 42p '39 Assn press 347 Madison av N Y 85c

Report of a camp seminar held at George Williams college, April 22-23, 1938

# CANALS

Connecticut's canals, by C. R. Harte. 64p il pors facsimis '38 The author 28 W Elm st New Haven Conn \$1

An historical account of the early canal system in Connecticut

\* Order from V.F.S. stock on special order list.

# CANCER

Cancer, by W. G. Doern. 20p il '38 Doern clinic 827 E Mason st Milwaukee free

Free to libraries. A report on experiments dealing with the germ theory of cancer

# CANDY

Candy book, comp by S. C. Sondheim. 48p il nd Culinary arts press 14 N 6th st Reading Pa 20c

General directions for candymaking and 150 recipes for various types of candy

# Manufacture

Occupations in the candy industry. 28p col il tables col diagrs '38 Nat youth adm for Ky 9th & Broadway Louisville Ky free

Information on the scope of the confectionery business, working conditions, types of workers, qualifications, and training requirements. Includes a bibliography. Mimeographed

# CATALOGING

Illinois state library catalog rules: series for archives material. 51p '38 ill state lib Archives div Springfield Ill free

A tentative code for cataloging series on the type found in a state archival institution. Mimeographed

# CHAMBER music

Well-tempered string quartet, by Bruno Aulich & Ernst Heimeran; tr by D. M. Craig. 135p '38 Order from H W Gray co 159 E 48th st N Y \$1.25

Informal suggestions to amateur string quartets. Includes a descriptive catalog of quartet music

# CHAMBERS of commerce

8,000 chambers of commerce throughout the world. rev ed 46p '38 Order from Chamber of comm of the U S For comm dept Washington D C 15c

Lists cities and towns in which chambers of commerce are located, both in the U.S. and in foreign countries

# CHEMICAL industries

Directory of Association members, January 1, 1939. 5th ed 41p '39 Assn of consulting chemists & chemical engineers 50 E 41st st N Y free

Directory giving information on consulting chemists and chemical engineers and their affiliations

# CHICAGO

## Politics and government

Remedy for constitutional stagnation in Illinois. 11p table '39 City club of Chicago 112 W Randolph st Chicago 8c

Report of the Constitutional revision committee of the City club of Chicago

# CHILD placing

Poster family homes in Allegheny county, March, 1938. 19p tables '38 Federation of soc agencies of Pittsburgh & Allegheny county 519 Smithfield st Pittsburgh 25c

A census of the number and location of foster homes and the number and location of children in foster homes in Allegheny county, Pa. Mimeographed

Geneva standards in child placing. 8p '38 Canadian welf council 245 Cooper st Ottawa Can 8c

Conclusions of a world study on child placing, undertaken by the Advisory committee on social questions of the League of nations, Geneva, April 1938

# CHILDREN

## Management and training

First years at school. 40p il table '38 Canadian welf council 245 Cooper st Ottawa Can 5c

A series of 10 letters to Canadian parents on child development in the early school years

# CHILDREN'S literature

Children's reading. 32p '39 Nat congress of parents & teachers 1201 16th st NW Washington D C 10c

A graded list of children's books. Author and title only are given

PR 39

**CHINA**

Union list of selected western books on China in American libraries, comp. by C. S. Gardner. 2d ed rev & enl 111p '38 Am council of learned societies 907 15th st NW Washington D C 75c

Quantity price: 5 or more copies, 30% discount. Classified list of books on China showing location in 76 college, university, and public libraries in the U.S. and Canada

**Japanese occupation**

Economic disruption in occupied China, by N. D. Hanwell. (Far Eastern survey v8 no 6) 14p map '39 Am council Inst of Pacific relations 129 E 52d st N Y 25c

Describes the confused state of local economy in occupied China. Also contains notes on iron from British Malaya, contributions from Japanese mandated islands, a resettlement program for Mindanao, the effect of German synthetic rubber on Asiatic rubber companies, consolidation of New Guinea mandates, and the Japanese fertilizer problem

Japan's war in China, by Hu Shih. 7p '38 Chinese cultural soc 119 W 57th st N Y free  
Statement of the Chinese position and viewpoint in the Sino-Japanese war

**CHRISTIAN life**

Ten commandments and the teachings of Jesus, by S. A. Weston. 64p '38 Assn press 347 Madison av N Y 25c

Applies the ten commandments and Christian teaching to problems of modern life

**CHRISTIANITY**

Women and the way. 198p il '38 Missionary educ movement 150 5th av N Y 54c

Cloth edition, \$1.05. A symposium on the meaning of Christianity to women, by women in Africa, China, Europe, India, Japan, the Near East, the Philippine Islands, and North and South America

**CHRISTMAS entertainments**

Christmas on Old Baldy, by J. C. McMullen. 29p plan '39 W H Baker co 178 Tremont st Boston 35c

A western Christmas play in one act

**CHURCH and social problems**

Some problems confronting America and mankind, by C. A. Smith. 31p '38 Samuel R Leland 129 Park row N Y 10c

Extract from the report of the Committee on the state of the country and the Social service commission of the New York Methodist conference, made to the united session of the Conference, April 22, 1938

**CHURCH music**

Simple introduction to plainsong. 41p nd Cath educ press 1326 Quincy st NE Washington D C 27c

Reprint of the "Rules for interpretation" given in the English edition of "Liber usualis"

**CHURCH unity**

Church school looks at Christian unity, by H. C. Washburn. 93p '39 Morehouse-Gorham co 14 E 41st st N Y 85c

A seven weeks' study by all the classes in a church school

**CINCINNATI**

Cincinnati: glimpses of its youth. 42p il por map '38 Order from Cincinnati bd of educ 216 E 9th st Cincinnati 15c

Designed for the intermediate grades. Describes the struggles for the Northwest territory and sketches the character of Cincinnati in its early and middle years

Cincinnati: highlights of a long life. 42p il map '38 Order from Cincinnati bd of educ 216 E 9th st Cincinnati 15c

Designed for reading and study in the high schools. Places Cincinnati against the background of the Northwest territory, tells how the settlement took root in the Miami country, how it grew from a village into a town, and how it blossomed into the metropolis of today

Cincinnati: the childhood of our city. 41p il map '38 Order from Cincinnati bd of educ 216 E 9th st Cincinnati 15c

Designed for children in the primary grades. Shows how the settlement at Cincinnati began, how it became important in the Northwest territory, and how its people lived and worked

**CITY ordinances**

Validity of the Green River ordinance, by Ambrose Fuller. (Rep no 125) 7p '38 Am munic assn 1313 E 60th st Chicago 50c

An analysis of court decisions on the legality of the Green river ordinance for controlling transient vendors. Mimeographed

**CIVIL service**

How to get a U.S. government job. 32p il pors map '38 Order from Franklin inst Rochester N Y 3c

Available only to libraries. Advertising booklet giving information on salaries and requirements for various government positions

Junior civil service examiner. 60p '38 Pergande pub co 3331 N Bartlett av Milwaukee 70c

Special price to libraries, 70c; to others, \$1. Cloth edition, \$1.50; to libraries, \$1.05. Contains information on qualifications, and specimen civil service examinations, with answers, for the position of junior civil service examiner

Place of the medical unit in a public personnel agency, by A. R. Dawson. (Sp bul no 8) 7p '38 Civil serv assembly of the U S & Canada 1313 E 60th st Chicago 25c

Describes the function of the medical unit of the U.S. Civil service commission. Also includes excerpts from an address on medical and physical examinations for civil service positions, by S. F. Gorson. Mimeographed

**CIVILIAN conservation corps**

Objectives and results of the Civilian conservation corps program. 35p '38 Civilian conservation corps Washington D C free

Mimeographed account of the formation of the CCC, its activities, and its field of operation

**CIVILIZATION**

Blind bridges, by S. W. Marr. 10p '38 Inst of public affairs Univ sta Charlottesville Va 15c

Contends that civilization cannot proceed without a sense of personal and national responsibility. Mimeographed

International stability and institutional strains, by Frank Kingdon. 8p '38 Inst of public affairs Univ sta Charlottesville Va 15c

Discusses the conflicts between unity and dispersion which have marked various periods of civilization. Mimeographed

**COFFEE**

Buying a coffee maker. 12p il '37 Order from Good housekeeping Bul serv 57th st at 8th av N Y 3c

Information on various types of coffee makers and points to be considered in their purchase

**COLLEGE education**

Higher learning in a democracy, by H. D. Gideonse. 34p '37 Farrar & Rinehart 232 Madison av N Y 50c

Found in boards. A reply to President Hutchins' critique of the American university

**COLLEGE students**

What about college. 20p il '38 Lehigh univ Office of admissions Bethlehem Pa free

Questions and answers concerning the qualifications necessary for success in college

**COLLEGES and universities****Germany**

Germany's universities and colleges. 16p il col map '37 German rrs Information office 11 W 57th st N Y free

Pictorial colored map showing location of German universities and colleges, with information regarding faculties, curricula, cost, etc. on the reverse side

**United States**

College of liberal arts. 12p '36 Lehigh univ Office of admissions Bethlehem Pa free

Questions and answers concerning the scope of liberal arts colleges

*just 3*

LAW LIBRARY, THE UNIVERSITY OF WISCONSIN

MADISON, June 21, 1939

Gentlemen:

We would very much like to receive the following publication for this law library. Is it available for distribution?

Catalog rules: series for archives material, Springfield, Ill. 1938.  
Illinois state library.

Law Library, Univ. of Wis.



13989

WORKS PROGRESS ADMINISTRATION

WALKER-JOHNSON BUILDING  
1734 NEW YORK AVENUE NW.  
WASHINGTON, D. C.

F. C. HARRINGTON  
ADMINISTRATOR



May 23, 1939.

State Library  
Springfield, Illinois

Gentlemen:

We shall appreciate your kindness in sending us the publication(1) listed below. Please put us on the mailing list for similar publications and future issues.

CATALOG RULES: Series for Archives Material.  
1938.

*sent 5/27/39*  
*AR*

Should there be a charge for this material, would you please advise us before sending?

Any consideration you are able to give this request will be appreciated, and we assure you we will be glad to reciprocate if we can be of service to you.

Sincerely yours,

*Virginia Breen*  
Virginia Breen  
Librarian

EQUIPMENT--BARROW LAMINATING MACHINE, 1938-1956

September 20.  
1938.

Mr. W. J. Barrow,  
Mariners Museum,  
New Port News, Virginia.

Dear Mr. Barrow:

We are very much interested in your Laminating machine. As you know it is too costly and very impracticable for us to send this workaway, except in case of particularly valuable records. We have for some time been doing our own work by the Grepelin method. Of course we would like to use the new method, but the apparatus used by the National Archives is far too costly and heavy for our use. Your machine looks much more practical for us. Please give us further details as to the cost of installing and the weight of the machine. We have no funds available at the present time for the purchase of the machine, but we will be working on our annual budget for the next biennium within the next few weeks, and would like to have all the necessary data as soon as possible.

As you may know, the Society of American Archivists are holding their second annual meeting in Springfield Oct. 24-26, with headquarters at the Abraham Lincoln Hotel. I am wondering if it would not be advantageous for you to come and bring an exhibit. We are holding exhibits in the new State Archives building, and there is no charge for exhibit space.

I have seen the lovely work you did for the Virginia State Library and I envied them for being able to have you prepare their volumes. Like many of the Archivists, I am familiar with what you are doing.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

MON:ED

Superintendent.

October 5, 1938

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:


I wish to thank you for your letter of September 20, regarding the machine I use for laminating documents. The price for the machine, including the rights of my patent, will cost \$3000. It will require one week to instruct one in the use of the machine, and I hope to be able to furnish this service without additional charges. This will depend on the cost of construction of the machine as to whether I will be able to include this in the \$3000. The weight of the machine will be approximately fifteen hundred pounds.

I appreciate the invitation to visit your library and have an exhibit of my work when the American Archivists meet in October. It will be impossible for me to accept, but hope an exhibit of this nature will be possible next year.

If you should have some 25 or 30 documents that you would not mind trusting in the mail, I will be very glad to laminate them without charge. This will give you a fair idea of the properties of restored documents by this process. I recently discovered a method by which this material can be removed from the document. Also, a method of sealing up a document with the foil without penetrating paper. The document can be removed at any time desired by trimming the edges. This is desirable for a document when it is in good condition and one desires to furnish protection for handling. I am sending an example of this under separate cover.

I hope you will be able to visit my shop sometime in the near future and examine my equipment used in laminating paper. I think you would also be interested in some of my testing equipment. Should any question regarding this process occur at any time, please let me know and I will be very glad to be of any possible help.

Sincerely yours,

  
W. J. Barrow  
Mariners' Museum  
Newport News, Virginia

WJE:R

February 4,

1939.

Mr. W. J. Barrow,  
Mariners' Museum,  
New Port News, Virginia.

Dear Mr. Barrow:

Miss Helene Rogers our State Librarian and I expect to attend the All American Conference on Bibliology and Archives which is to be held in Washington February 23-25. I am wondering if you shall be in attendance at this meeting. If we can possibly take the time to do so we should like to go to New port News to see your Laminating Machine. We are hoping to be able to include such a machine in our new budget, and are intent in seeing all such machines which are on the market. Do you expect to be in New Port News immediately before or immediately after the meeting mentioned above?

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

MON:ED

Superintendent

February 7, 1939

Miss Margaret C. Norton, Superintendent  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

I am very glad to know you and Miss Rogers expect to come by Newport News when you come East for the All American Conference on Bibliology and Archives. Either before or after your conference (February 23-25) will suit me all right. May I suggest that you come by here first as you could then discuss the lamination process with others while in Washington. Also, you might like to seek the advice of Mr. B. W. Scribner, Chief of Paper Section of the National Bureau of Standards, as he has done a great deal of testing of the cellulose acetate film as well as the laminated paper. This could be done better after examining my method and equipment and is my reason for suggesting a visit here first.

More knowledge, as well as improvements in my method, have been discovered since sending you samples. These I think will be of interest to you and will discuss them fully with you when you examine my machine.

If you come by here first you might enjoy the trip by boat to Washington. One leaves Old Point Comfort at six-thirty P. M. and arrives in Washington the next morning about six o'clock. A number of people find this method of traveling quite convenient.

I am looking forward with a great deal of pleasure to your proposed visit and will not make any plans immediately before or after your conference until I hear from you.

Sincerely yours,



W. J. Barrow  
Care  
The Mariners' Museum  
Newport News, Virginia

WJB:R

*P.S. Let me know when your train will arrive so that I can meet you as the Museum is several miles from town*

February 11,  
1939.

Mr. W. J. Barrow,  
The Mariners' Museum,  
Newport News, Virginia.

Dear Mr. Barrow:

Thank you for your cordial invitation for Miss Rogers and me to visit The Mariners' Museum so that we might see your laminating machine. We find it better in our schedule to visit you at the end rather than at the beginning of our trip. We may possibly make it to Newport News, but we will try to do so. Probably about Saturday, February 26. However, we will write or wire you before coming. We will be at the Raleigh Hotel in Washington.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

MCH:ND

Superintendent

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

June 15, 1949

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

The cost of a laminating machine and equipment for neutralizing acidity would cost about \$9,000.00 at the present time. There would be other costs such as traveling expenses for your operator studying in my shop for a month, work benches, presses etc. which are needed in connection with the equipment I furnish. This would vary from one to two thousand dollars depending upon how well you would like to equip your shop.

The cost for materials in lamination such as acetate foil, tissue etc. would cost about .0275 cents for legal size. Letter size would be less.

I have recently installed a laminator for the F. B. I., and California is considering the purchase of equipment at the present time. I have several prospects in foreign countries but the lack of American dollars holds them back. The increase in cost has stopped some of the archives in this country from buying, however I doubt if some would have ever bought anyway. The increase over prewar prices does make it more difficult to sell, however making a sale has always been an occasional thing and a necessity with the purchaser.

Since last seeing you I have been working on a process of transferring printers's ink from a deteriorated reference book to a rag paper as a means of obtaining a very strong and permanent copy. I expect to make this cheaper than photostating. Good results have been obtained with a number of books, however there are a few books as well as pictures, mended pages etc. that have given me trouble. I hope in time to solve most of these problems. Do you suppose Miss Rogers would be interested in this process for some of her reference books that receive hard usage and strong copies are not available? While this process is still somewhat in the experimental stage I am interested in what the librarians will think of its possible uses.

It was nice to hear from you again and I too hope we can see each other in Quebec.

Sincerely yours,

*W. J. Barrow*  
W. J. Barrow

*Wrote  
like to  
see +  
what is  
cost?  
Has he  
any figures?  
What has he done?*



W. J. BARROW

*Document Restorer*  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

August 10, 1954

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

I have been away on my vacation, which accounts for my delay in answering your letter of July 26. I am very sorry to hear of Miss Rogers' illness, and certainly hope that she is making continued improvement.

At the present time, the cost of a laminator with the other items that I furnish would be approximately \$9,200.00. You would also need other items, such as screwpresses, work benches, etc., which would cost an additional \$1,800.00. I should suggest that you have an appropriation of at least \$11,000.00 to cover all items. If you plan on having a shop which will take care of two or three employees, then additional equipment will be needed, and I should advise a total appropriation of \$12,000.00

Whenever you think that there is a good possibility that you will be able to secure your appropriation, I shall be very glad to quote you a firm price outlining all of the items I furnish and needed in the restoration shop. At the same time, I shall quote you a price which will extend over a period of at least ninety days.

I hope to see you in Williamsburg at the Archivists' meeting, and I shall be glad to discuss any phases of this matter that might be difficult to handle in a letter.

With kindest regards,

Sincerely yours,



W. J. Barrow

WJBLs

ILLINOIS STATE LIBRARY  
SPRINGFIELD

CHARLES F. CARPENTIER  
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE H. ROGERS  
ASSISTANT STATE LIBRARIAN

October 29, 1954

MEMORANDUM: To Mr. Reid

SUBJECT: Laminating Machine

Some time ago you requested a statement justifying the purchase of a laminating machine for the rehabilitation of fragile manuscripts in the Archives.

It is impossible to give an estimate as to the number of documents needing rehabilitation since such documents are scattered through the entire collection. We have done no manuscript repair work for over ten years. We formerly employed what is known as the crepelin method, which is the process of pasting a very fine silk gauze over the manuscript and drying it under pressure. Although this made a nice looking job, the process is expensive in time and money and takes a high degree of skill. This process does not, as the laminating process does, prevent further deterioration from acid in the paper. The silk alone, and other materials are needed, such as reinforcing paper and waxed paper, paste, etc., costs about \$.50 a sheet, as against a fraction of a cent for the laminating process.

Although we have previously repaired several thousand documents, there are still many thousands which should be repaired. Among the records in urgent need of repair are about half of the Perrin Collection (of old French records from St. Clair Co.), the correspondence file of early Governors (26 drawers), the World War I records (277 drawers), thousands of documents and bound volumes of the General Assembly, and numerous records scattered through the files. The World War I records were scorched in the State Arsenal fire, while many of the early State records were mildewed. The Governor Altgeld papers have been used by a number of research scholars, but these are now in such bad condition that we have to refuse access to them even for serious study. Unless these documents are taken care of soon, there will be nothing left. There is enough work ahead for a full time repair clerk for at least ten years.

Illinois is now the major archival agency in the country which does not have a laminating machine.

Respectfully submitted,

Margaret C. Norton  
Archivist

March 22, 1955

Mr. W. J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Virginia

Dear Mr. Barrow:

In August 1954, you quoted us a price on a laminator and at that time you stated this quotation would extend over a period of at least ninety days. As we are still interested in this machine, we would appreciate very much if you would send us another quotation.

We are not planning the installation of this machine at the present time due to lack of space, but, as we have some funds available now, we would like to purchase the machine and have it installed as soon as space is available. We would like the price of installation included in this quotation.

In checking with the building engineer, we find that the current used in the Archives building is 208 volts.

Thank you for any consideration given to us.

Sincerely,

Acting Assistant State Librarian

deLR:vs

W. J. BARROW  
*Document Restorer*  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

March 25, 1955

Mr. de Lafayette Reid  
Acting Assistant State Librarian  
Illinois State Library  
Springfield, Illinois

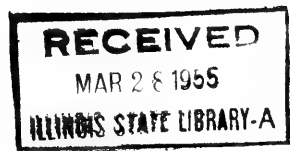
Dear Mr. Reid:

This is in reply to your letter of March 22.

At the present time, Mr. Barrow is in London installing laminating equipment for the British Museum, but we are expecting him back around April 4. I shall bring your letter to Mr. Barrow's attention as soon as he returns.

Sincerely yours,

*Sylvia D. Boall*  
Secretary to Mr. Barrow



W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

April 11, 1955

Mr. de Lafayette Reid  
Acting Assistant State Librarian  
Illinois State Library  
Springfield, Illinois

Dear Mr. Reid:

I have just returned from installing restoration equipment in the British Museum, which accounts for my delay in answering your letter of March 22.

I am enclosing a formal quotation for the installation of restoration equipment in your archives. There has been a gradual increase in price on a number of items during the past year, which accounts for a slight difference in this quotation than the general estimate that I made to Miss Norton last August.

I judge from your letter that you anticipate the possibility of purchasing this equipment at the present time. However, the final installation and the teaching program will be delayed until you have sufficient space to set up your shop. Since the teaching program is equally as vital as the precision built equipment, you may wish to withhold a small amount of the money until this portion of the contract has been completed. I would like to have you make a suggestion relative to this point. A similar situation occurred with the Tennessees installation, at which time, they withheld \$1,000.

Thank you very much for the information relative to the type of current you have in your building. Is this AC, or DC current? I do not anticipate any difficulty in building a Laminator for 280 volts, but will need to know the cycle and phase of your current. This information will be needed before I begin construction of the equipment.

I am happy to know that there is a possibility of your securing my type of restoration equipment. While it may take some letter writing and effort on the part of both of us, I see no reason why you cannot have a successfully operated shop as others have been able to do in the past. It will be a pleasure to work with you on such a project.

I had a very pleasant stay in London, but worked harder on this job than any previous installations that I have made. I had excellent men to teach, but there was considerable educational work to be done in the various fields, as nearly all these men were totally unfamiliar with my processes. They seemed well pleased with the results so far obtained and are now considering a large Laminator which will do maps for their Army, Geographical Society and others.

W. J. BARROW  
*Document Restorer*  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

Mr. de Lafayette Reid  
April 11, 1955  
Page 2

I shall look forward to hearing from you sometime in the near future relative to your proposed installation. Please remember me to Miss Holland and Miss Rogers.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'W. J. Barrow', with a long horizontal flourish extending to the right.

W. J. Barrow

WJB:sdb

Enclosure

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

April 11, 1955

Mr. de Lafayette Reid  
Acting Assistant State Librarian  
Illinois State Library  
Springfield, Illinois

Dear Mr. Reid:

This is in reply to your recent request for a firm quotation on laminating equipment that I have developed for the restoration of deteriorated documents.

The price of \$9,500.00 includes the following equipment and services:

1. One laminator, oven size 20 by 26 inches, of the type furnished the Archives Generales du Royaume, Brussels, Belgium; Les Archives Nationales, Paris, France; The Library of Congress, Washington, D. C.; the Biblioteca Nacional, Rio de Janeiro, Brazil; and others, which is more fully described in my booklet entitled "Procedures and Equipment Used in the Barrow Method of Restoring Manuscripts and Documents."
2. 225 specially constructed bronze wire screens for the deacidification of documents.
3. Two weeks of instructions in the operation of this equipment after it has arrived at your institution.
4. All of my traveling expenses to and from your institution are included in this quotation.
5. The use of my patent #2301996.
6. The above equipment will be crated for freight shipment and shipped f.o.b. Newport News, Virginia.
7. Delivery will be made within four to six months after acceptance of this proposal.
8. The above price is subject to change after 120 days. Conditions of payment to be determined later.

The laminator will be designed to suit the 208 volts that you have available.

I am enclosing a list of equipment that you will need to build or purchase locally for this proposed restoration shop. You may already have some of these items if you have a bindery in your building. In this event, it would be necessary that you build

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

Mr. de Lafayette Reid

April 11, 1955

Page 2

only the drying rack, a sink with cold running water, a metal hood over the laminator, and an L-shaped table.

If you should have any questions relative to this equipment and its installation, please write me and I shall be glad to give you any information that I can.

Yours very truly,

A handwritten signature in dark ink, appearing to read 'W. J. Barrow', with a stylized, flowing script.

W. J. Barrow

WJB:sdb

Enclosure



### EQUIPMENT TO BE BUILT LOCALLY

1. 1 drying rack.  
(In this country, it requires approximately \$75.00 for materials. A good cabinetmaker can build this rack within two weeks.)
2. Stainless steel sink with cold running water.
3. Metal hood to carry off fumes and moisture from laminator.  
(It is best not to build this until after the laminator has been installed.)
4. 1 L-shaped table to be used when operating laminator.

Note: If an order is placed with me for laminating equipment, detailed drawings will be furnished for the above four items.

---

The following items will also be necessary, but you may have them already in your bindery or restoration shop.

1. 1 screw press, platen 18 by 25 inches, or larger.
2. Work benches (32 inches high; top to be 36 inches by 90 inches.)
3. Wooden pressing boards. (1 inch by 19 inches by 25 inches).
4. Trimming knife (book binders shears).
5. 2 glass bottles (5 gallon capacity each).

SUPPLIES AS PACKAGED IN U. S. A.

1. Cellulose acetate film, 88/10,000 of an inch in thickness, sheet size 40 by 48 inches. Packaged 500 sheets to 1 ream. Made by E. I. DuPont de Nemours & Company, Wilmington, Delaware, U. S. A.
2. Laminating tissue:  
Size 24 by 36 inches, 1 ream (500 sheets)  
Size 20 by 30 inches, 1 ream (500 sheets)
3. Bond paper for binding margin.  
9-pound all rag paper (weight 9 pounds per 500 sheets, size 17 by 22 inches).  
  
13-pound all rag paper (weight 13 pounds per 500 sheets, size 17 by 22 inches).  
  
(Only a small amount of the above is used in forming binding margins in a book).
4. Blotters for lamination:  
Size 18 by 24 inches.  
Size 20 by 26 inches.
5. Cardboards to fit press will be needed. These are used over again and last several years.  
  
Above papers are sold by B. W. Wilson Paper Company, Richmond, Virginia, U. S. A.
6. Holland cloth, in rolls 50 yards long and 40 inches wide. Sold by Econo Products, Inc., 132 Humbolt Street, Rochester, New York, U. S. A.
7. Chemicals: (may be purchased from local firm)  
Calcium oxide (5 pounds)  
Calcium carbonate (5 pounds precipitated)  
Carbon dioxide gas (1 drum)  
Acetone (1 gallon)  
Benzene ( $\frac{1}{2}$  gallon)

There are other sources for tissue and cellulose acetate film in this country as well as abroad. However, I consider these firms sell the best quality of material of this type that I have yet found.

W. J. BARROW

*Document Restorer*  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

May 25, 1955

Mr. de Lafayette Reid  
Acting Assistant State Librarian  
Illinois State Library  
Springfield, Illinois

Dear Mr. Reid:

I wish to thank you for your order to supply the Illinois State Library and Archives with a laminating machine and other items and services, as requested in your requisition of May 17th- No. MA-55-98.

I note a typographical error in the size of oven, which reads- "size 20 inches x 36 inches", and I think this should be size 20 inches x 26 inches. I am advising my builders, the Newport News Shipbuilding and Dry Dock Company, to proceed with the construction of a laminator with an oven size 20 inches x 26 inches, as this is the size always used by others with the exception of the U. S. Army who does large maps. You may expect delivery within approximately four (4) months, unless you hear from me to the contrary within the next few days.

In your letter of March 22nd, you anticipated getting all of your equipment manufactured for a laminating shop, and the final installation and teaching instructions to be made at a later date. I shall be glad to hear from you if there has been a change in these plans. This will be quite satisfactory with me if you may wish to hold back part of the total fee after delivery of equipment and until the final teaching program has been completed.

It was only a few days ago that our mutual friend, Ray Hummel, inquired of you and if you were still interested in a laminating shop. I can now make him a very definite report that your proposed restoration shop will be a reality within the not too distant future.

I wish to thank you very much for this order, and you may expect to hear from me within the near future relative to other pieces of equipment that will be needed in your shop.

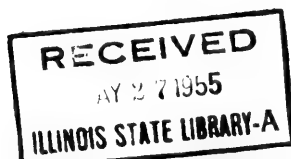
With best regards.

Sincerely yours,



W. J. Barrow

WJB/dw



W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

October 25, 1955

Mr. de Lafayette Reid  
Acting Assistant State Librarian  
Illinois State Library  
Springfield  
Illinois

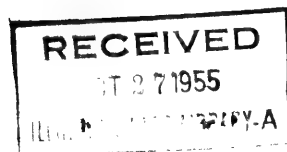
Dear Mr. Reid:

I have been informed by the Newport News Shipbuilding and Dry Dock Company that your laminator was shipped by freight on October 19th. In the event that you uncrate this piece of equipment before its installation, I would like to suggest that this operation be done with considerable care as there are instruments on the right hand side of the laminator that can be easily damaged.

I am sending under separate cover drawings and photographs of the various items that you will need in your shop, and should be either built or purchased locally. In the event that you have difficulty getting the drying rack built, I would suggest that you contact Mr. William A. Manson of the Manson-Smith Company, Inc., 200 North 21st Street, Richmond 23, Virginia, who has done an excellent job for some of those installing this type of equipment in America.

I am having the B. W. Wilson Paper Company ship you the 225 bronze wire screen used in deacidification. I have requested Mr. William Rose of this company to make this shipment, as I am not equipped to crate and ship by freight heavy materials of this nature.

I am mailing under separate cover by first class mail a copy of the Instruction Book, which is loaned to each institution using my type of equipment. Please read the third leaf in this book, which requests that no one use this book except those in your institution who are connected in some manner with your restoration shop. I hope this type of loan will be acceptable to you and Miss Norton. While most of this information is of a rather technical nature, both you and Miss Norton may find a few portions of it of interest. I think the chapter on Storage and Usage and the Agenda will be worthwhile for you to read.



Mr. de Lafayette Reid  
October 25, 1955  
Page 2

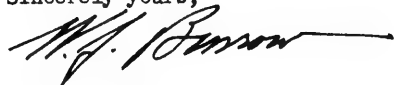
When you have decided the exact location of your proposed shop, I think it might be well for you to send me a rough outline of the floor plan, showing windows, doors, etc., and I shall be glad to make suggestions as to the exact location of the different pieces of equipment.

As time passes, I would appreciate your keeping me informed well in advance when you may make the installation of this equipment and will need my services for teaching. As you know, I do some work abroad and it is necessary that I space various jobs outside of the State of Virginia in such a manner that it does not interfere with my work here in Virginia.

I enjoyed very much seeing you and Miss Norton in Nashville, I am looking forward to seeing more of you when the laminator and other equipment is fully installed.

With best regards.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'W. J. Barrow', with a long horizontal flourish extending to the right.

W. J. Barrow

WJB/dw

## SINK FOR DEACIDIFICATION

1. This three-compartment sink, with the 5 gallon bottles for the solution, is used to deacidify documents. All materials used in making the three compartments and those used in contact with the solutions should be non-ferrous metals. The three compartments are generally made of stainless steel. (See Drawing) Cold water spigots (tap) are placed in each of the three compartments. Hot water is placed in center compartment if available.

2. If for the sake of economy or lack of space in shop, the two drain boards can be eliminated and reduce the entire length of sink.

3. This photograph shows the drum of carbon dioxide ( $\text{CO}_2$ ) on the left which is used in making the calcium bicarbonate. The gas ( $\text{CO}_2$ ) passes through the reducing valve, which regulates its flow, and on through the tube into the large 5 gallon bottle on the right. This tubing (with flexible rubber connections at top of bottle) should extend to bottom of bottle in order that the gas will keep in suspension the calcium carbonate particles when solution is being made.

4. The bottle to the left is used for making the calcium hydroxide. This needs no connections other than rubber tubing to fill bottle with water from spigot.

5. Note "Y" shaped rubber tubing from spigots to solutions which makes bottle easily filled with water. When one of the two pieces of tubing is removed from bottle, it forms an automatic syphon to drain off the solution into compartment for deacidification.

Besides the stainless steel sink with water connections as shown in drawing the following items will be needed to complete apparatus:

1. Drum carbon dioxide gas ( $\text{CO}_2$ ).
2. A reducing valve for drum of gas. This and item 1 are obtainable from supplier of soda fountain supplies.
3. Copper tubing.
4. Rubber tubing for connecting of item 3.
5. Two (approximately 5 gallons each) bottles.
6. Rubber tubing for filling and syphoning bottles.

To make the "Y" shaped apparatus, have one piece of rubber tubing about 12 inches long to fit over spigot. A removable spray as used in some bathtubs is good for this purpose, as it fits on the spigot easily. As the end of this tubing, place a "Y" shaped metal (non-ferrous) connection. On the end of the other two outlets of the "Y" connection, place a piece of rubber tubing about 30 inches long. This apparatus can be used for filling bottle with water and automatically syphoning off solutions.

### WORKTABLE

The worktable is 3 ft. high, 3 ft. wide and 7-1/2 ft. long. The marble slab is 1 inch thick, 3 ft. wide and 5 ft. long. None of these measurements have to be absolutely the same for your worktable. The shelves in the center of the worktable should be set back from the front edge about 12 inches. These shelves are approximately 3 inches apart.

### CARDBOARD RACK

The rack or frame to hold cardboards may vary in size to fit the space available. The rack in the picture is 4-1/2 ft. high, 2-1/2 ft. wide and 26 inches deep. The cardboards stored in this rack are 19 inches by 26 inches. Heavy wires are placed about 2-1/2 inches apart (see photo) to hold cardboards in upright position. This rack is used not only for storage of cardboards, but also for drying them when wet. Therefore, only a frame is needed (not boarded on sides) which allows some circulation of air for drying purposes.

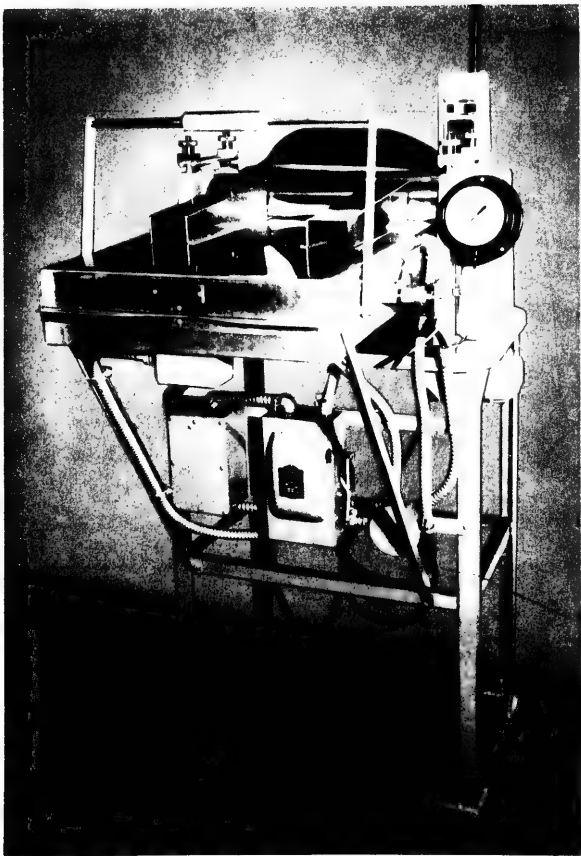




Procedures *and* Equipment  
USED IN THE  
BARROW METHOD  
OF RESTORING  
*Manuscripts and Documents*



W. J. BARROW  
State Library Building  
Richmond, Virginia  
U. S. A.  
1952



### THE BARROW LAMINATOR

Laminates sheets up to size 19" x 25". Usual electrical requirements are 220 v., A.C., single phase, 60 cycles, 5,000 watts plus  $\frac{1}{2}$  h.p. motor, but may be redesigned to meet other specifications. Export data: crated weight, 1,363 lbs.; net weight, 1,000 lbs.; overall dimensions when crated, 36" x 46" x 67".

PROCEDURES  
& EQUIPMENT  
USED IN THE  
**BARROW METHOD**  
OF  
RESTORING  
MANUSCRIPTS AND  
DOCUMENTS





## PROCEDURES AND EQUIPMENT USED IN THE BARROW METHOD OF RESTORING MANUSCRIPTS AND DOCUMENTS

THE restoration of deteriorated manuscripts by removing acidity from them and sealing them between sheets of plastic film is generally accepted as the most stable and lasting method of preservation. The following revised account is drawn from three of my articles<sup>1</sup> and unpublished data relating to seventeenth and eighteenth century papermaking procedures. This account describes the method in use in several archival agencies and gives something of the background of its development and advantages.

For many years, high acidity in paper has been recognized by chemists to be the chief cause of brittleness found in many documents. This acidity can be attributed to three sources, papermaking procedures, ink, and conditions of storage. It is possible to measure the degree of acidity by laboratory tests and to rate it according to a standardized scheme technically known as pH values. These are expressed as logarithms ranging from 1 to 7, a low pH representing a high acid content. The Bureau of Standards and other laboratories accept a pH above 5.0 to be satisfactory for papers of permanence, but those having a pH below this number are not acceptable. Samples of badly deteriorated papers which I have tested have been found to be very acid, with a pH as low as 3.1. Similar findings have been reported by the National Bureau of Standards and the U. S. Department of Agriculture.

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<sup>1</sup> See titles 1, 2, and 3 of appended bibliography.

The acid in the much used iron gall writing ink of the seventeenth, eighteenth, and nineteenth centuries frequently accounts for deterioration in a manuscript. When this ink was made, sulfuric acid was formed as the result of the interaction of the iron of the copperas and the gallic and tannic acids of the gall nut. The amount of acidity varied with the concentration of the ingredients used in the various formulæ. In some writings, relatively little acid is found, while in others, considerable can be detected. In still others, the acid has eaten holes in the paper. In a large number of manuscripts which are in need of restoration, acid inks have been a factor in their deterioration.

Procedures used in the manufacture of paper often affect its permanence. This has been particularly true of the use of alum ( $\text{KAlSO}_4$ ) in the sizing of some seventeenth and eighteenth century record papers found in Virginia. A study, now in progress, indicates that alum has greatly contributed to the deterioration of many of these papers. A pH of around 4 is frequently found as the result of the excessive use of this compound. On the other hand, lye made from wood ashes was often used to bleach cloth as well as clean rags, and has had a beneficial effect on some papers. The calcium and magnesium salts in the wood ashes, likely carbonates and phosphates, were not completely washed out during the papermaking process due to their relative insolubility. Some of the calcium and magnesium compounds may be attributed also to washing the rags in water containing the bicarbonates of these metals. These alkaline compounds act as a buffer against the acid alum, and when they occurred in sufficient quantities, the paper is in a good state of preservation. Unfortunately, the acid alum has pre-

dominated in a number of our early, colonial records. Another chemical that has sometimes caused deterioration of paper is chlorine, which has been used in bleaching rags since the latter part of the eighteenth century. It has often been indiscriminately used and was not washed from the pulp before making into paper.

The conditions of storage are also a factor in the preservation of paper. The National Bureau of Standards, as well as other laboratories, has found that sulfur dioxide, which occurs in the air of many cities, increases the acidity of paper and causes embrittlement. As the result, many archives and libraries have installed expensive equipment to eliminate this acidity from their storage areas. Among other possible sources of increase in acidity during storage are sunlight, dust, and impurities deposited by the hands.

Acidity, if allowed to remain, not only continues the destruction of the paper, but also contaminates and weakens any cellulosic material used to strengthen it. Obviously, some non-injurious method of neutralizing the acid seems to be called for when restoration is required for a deteriorated manuscript. However, the discovery of the fact through tests conducted by various United States agencies, Messrs. Torrey and Sutermeister of S. D. Warren Company, and my laboratory, that certain old papers owe their remarkable preservation to the presence of calcium carbonate pointed the way to a method of neutralization that would not be injurious.

As developed in my laboratory, this process consists of placing the document to be treated between sections of special bronze wire cloth to prevent injury, and

passing it through two solutions, allowing it to remain for about twenty minutes in each. The first is a solution of 0.15 per cent calcium hydroxide which effectively neutralizes the acid, and the second is a solution of approximately 0.20 per cent calcium bicarbonate which carbonates the excess hydroxide and precipitates calcium carbonate into the fibers of the paper. After treatment, the cloth and document are air dried in a rack constructed for the purpose. The precipitated calcium carbonate not only has a stabilizing effect upon the cellulose fiber, but also acts as a buffer against the absorption of any acid at a later time. Tests conducted by Messrs. Shaw and O'Leary of the National Bureau of Standards indicate that calcium carbonate used as a filler exerts a beneficial effect upon the stability of papers made of rag, sulfite, and soda pulp. Mr. A. R. R. Westman of the Ontario Research Foundation has concurred in these findings in his study of the use of alkali earth metal carbonates in making a non-tarnishing paper for wrapping metals. In my study, *Black Writing Ink of the Colonial Period*, the acid in the writing of the iron gall inks was not only effectively neutralized by this procedure, but the eighteenth century papers, used in these tests, also held up well under artificial aging. On the other hand, these inks exhibited a marked deteriorative effect on the same papers when the neutralization procedure was omitted. Of interest also in this connection is the study of Messrs. Launer and Wilson of the National Bureau of Standards who found that paper with high acidity was less stable under light than the same paper with low acidity. With the exception of relatively modern inks made of water soluble dyes, the procedure of deacidification previously described has been successfully used



on all types of manuscripts and documents written on paper.

Documents should be treated for acidity before restoration by any method is attempted, and the restoration process itself should be free of any factors that would tend to renew this condition. This principle of removing impurities which cause deterioration has been followed for many centuries by manufacturers of high grade papers. The two principal methods of restoration employed at the present time, silking and lamination with cellulose acetate film, are described below in this light.

The silking process consists of using a starch paste to attach to each side of the document a coarsely woven piece of silk cloth. This greatly increases the document's physical strength for a few years, but many archivists have reported that the silk usually deteriorates within eighteen to twenty-five years to such an extent that the document must be again restored. Documents thus treated are still susceptible to attack by micro-organisms and insects, the acidity of the paper is increased by the alum in the paste, and the deterioration of the silk will adversely affect the paper.

Lamination with cellulose acetate film was originally advocated by the National Bureau of Standards which found through tests that this material makes a suitable protective covering since it possesses many satisfactory qualities. It is relatively permanent and strong and is resistant to bacteria, fungi, insects, and the passage of gases. Its transparency permits the passage of ultra violet and infra-red rays and is no bar to photography. Further, it is relatively inexpensive. The suggestion of the Bureau that adhesion could be obtained by heating and pressing the thermoplastic film into the pores

of the paper by a steam-heated hydraulic press was first adopted by the National Archives, which has nothing but favorable reports on the process after some years' use.

One of the first comparisons between silking and lamination that has been made was done by Dr. S. N. Sen, keeper of the records of the government of India, who with Mr. S. Chakravorti, archival chemist of India, concluded, after examining all available evidence, that the lamination process was a superior method worthy of adoption. Their findings likewise stressed the fact, which had before been stressed by the National Bureau of Standards, that cellulose acetate is a far different product than cellulose nitrate which is unstable and injurious to paper. This is worth stressing, because there is still a tendency to confuse the two.

A recent article by Mr. H. M. Nixon of the British Museum also gives a good comparison of the two processes. He points out that the cellulose acetate film can be easily removed without apparent injury to the manuscript. This is a factor which has, at times, been criticized. His comment on the use of cellulose acetate films containing adhesives is also of interest. These adhesives frequently lose their bond with the film and thus become delaminated. This is not true with the homogeneous thermoplastic films such as cellulose acetate, which are laminated with heat and pressure.

A laminator, which is less costly to install than the steam-heated hydraulic press, has been developed in my laboratory. It consists of two electrically heated thermostatically controlled metal plates for preheating the material to be laminated, and two revolving calendar rolls with a pressure range from 300 to 2,000 pounds per square inch to supply the necessary compression.

The document is placed between the film and laid in a moulding form made of thin cardboard lined with tracing cloth which acts as a conveyor during the process of lamination, the complete cycle of which requires only about thirty-five seconds. After the document is sealed in the film, it is pressed between cardboard over night to eliminate any tendency to curl that might be caused by the loss of moisture in heating. The major advantages of this process, for which a patent<sup>2</sup> has been granted, are that no artificial cooling is required and that pressure by rollers eliminates the entrapment of air between the document and film.

A further modification of the process by the use of a sheet of high grade tissue on the outside of the cellulose acetate film has been found to produce a much stronger product than that laminated with film alone. A deteriorated manuscript laminated with only cellulose acetate film has very little resistance to tearing. The use of tissue overcomes this weakness and it also adds considerable folding strength to the laminated sheet. This is particularly desirable for documents and manuscripts having frequent usage. A test indicated that with this addition, the folding endurance for newspaper is increased about twelve times and tearing resistance about four times. When manuscripts have become badly deteriorated, their physical strength is naturally increased many times the above mentioned test data. Good visibility is retained by the use of tissue and the aesthetic appearance is altered less than by other processes in use. The use of tissue also allows binding margins to be easily formed. These are particularly advantageous in large volumes since the margins are

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<sup>2</sup> Patent No. 2301996.

more flexible than the covered document and strains in turning pages are minimized. Missing portions or worm holes may also be filled in with extra sheets of film and tissue thus giving an even structural balance to the whole sheet. Maps may be mounted on cloth by lamination, provided the size is within the limits of the machine. The addition of this cloth produces an exceptionally durable sheet.

The time required to prepare and laminate a given number of documents will, of course, vary with the skill of the operator and the condition of the material. It may be said in general, however, that this time is about one-third to one-half of that required for the silking process. The cost of film and tissue depends upon the size of the sheets used and the market prices at the time of purchase. Again it may be said in general that materials for lamination together with the cost of operating the machine are about one-eighth the cost of silk cloth alone.

The superior results obtained by laminating paper after treatment for acid have been demonstrated in my own laboratory by testing samples of eighteenth century deteriorated papers before and after treatment by various processes. Among a group of these, some were silked, some laminated without treatment for acid, and others laminated after acid neutralization. Upon subjection to accelerated aging tests by baking for seventy-two hours at 100 degrees centigrade, it was found that the silked papers had lost 52 per cent of their folding endurance, those laminated but not treated for acid had lost 31 per cent, while those laminated with the acid neutralized had lost but 5 per cent and had no increase in acidity.

A complete program for restoration embodying acid

neutralization and lamination with high grade tissue and cellulose acetate film has been used in my shop for the past twelve years. During this time, my clients have consisted of not only the Archives Division of the Virginia State Library and other record offices of this State, but also many other state archives, historical societies, and libraries, as well as institutions in foreign countries. As far as I have been able to determine, satisfactory results have been obtained by the use of this process. This can also be said of the various institutions using my type of equipment, which are: the Archives Commission, Dover, Delaware; the Hall of Records, Annapolis, Maryland; the Department of Archives and History, Atlanta, Georgia; the Library of Congress,\* Washington, D. C.; the Federal Bureau of Investigation, Washington, D. C.; the Archives Generales du Royaume, Brussels, Belgium; the Archives Nationales, Paris, France; the Biblioteca Nacional, Rio de Janeiro, Brazil; the State Department of Archives and History, Raleigh, North Carolina; and the Tennessee State Library and Archives, Nashville, Tennessee.

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\* In addition, a large laminator, specially designed for maps, has been installed in the Map Division, Library of Congress.



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W. J. BARROW  
*Document Restorer*  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

October 25, 1955

Mr. de Lafayette Reid  
Acting Assistant State Librarian  
Illinois State Library  
Springfield  
Illinois

Dear Mr. Reid:

Enclosed you will find plans and photographs of the different items that you will need to build or purchase for your restoration shop. If any points need clarification, please let me know. As a rule, it takes about three to four months to build or purchase the different items.

You will also find enclosed a list of materials that will likewise be needed in the operation of this shop. The additional information such as samples, etc. may be found in the Instruction Book, which is being sent under separate cover.

Sincerely yours,



W. J. Barrow

WJB/dw

Encl.

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

November 1, 1955

Mr. de Lafayette Reid  
Acting Assistant State Librarian  
Illinois State Library  
Springfield  
Illinois

Dear Mr. Reid:

I am enclosing a bill which is made out in accordance with our recent conversation in Nashville, Tennessee. I am making a deduction of \$1,000.00 to cover the instruction period and traveling expenses, which will be billed when these services are completed.

I was glad to learn by phone from Miss Norton that your space for the laminator will soon be available and that we can begin with the installation and instructions sooner than we had thought for. After you have placed your orders for the various pieces of equipment mentioned in my letter of October 25th, I shall appreciate your letting me know the approximate time that you will be ready for me to come to Springfield.

I shall be glad to have you and Miss Norton drop me a line at any time that I can be of assistance to you in either planning the layout of your shop or securing the other items needed to go with the laminator.

With best regards.

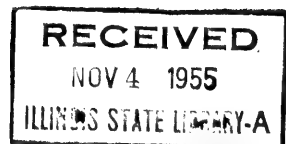
Sincerely yours,



W. J. Barrow

WJB/dw

Encl.



November 10, 1955

Mr. W.J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Va.

Dear Mr. Barrow:

We have ordered the sink and the wiring for the laminator. We are giving your drawings to the cabinet maker. We do not find working drawings for the work benches and the card storage rack. If you have them we would be glad to borrow copies, if not, we would appreciate it if you would give us the dimensions for those middle shelves for the work table, also dimensions for the card board storage rack. If I remember correctly the slab on top of the work bench was marble ( ) That is on top of the 32 inches height? Also, should not the dividers in the rack be of stainless steel? Should the table tops have a plastic finish top, or how should they be finished?

We have one screw press with a 15" x 25" bed, also 7 with 11" x 16" bed. I think we can get along with just one of the larger presses.

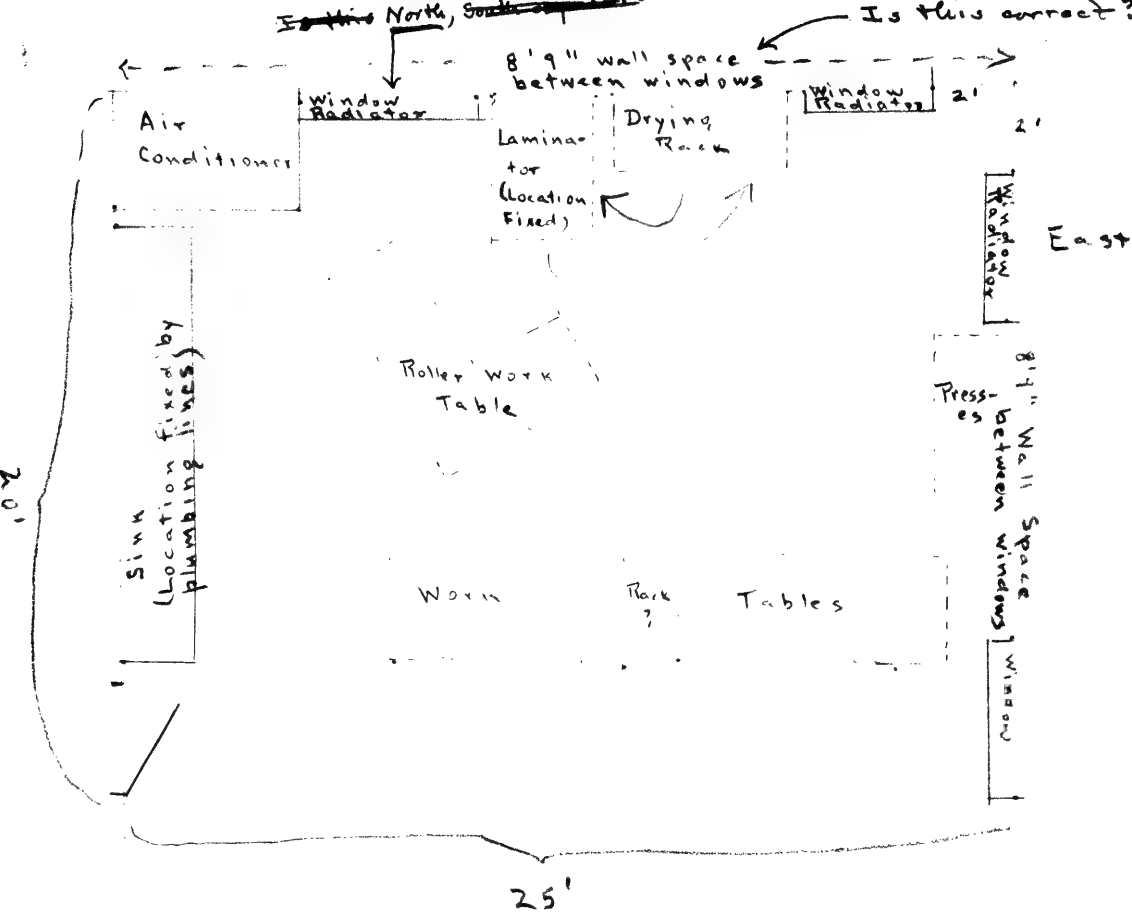
We are using the north end of a room 25' wide and will use about 16' in depth. There are 3 windows at that end of the room, which is air conditioned. We will not partition off the space but probably place the work tables and perhaps a press to block off the space. We can use as much space as we need if the 16' is inadequate, but the entrance door and window location indicates that as best.

Enclosed in a tentative lay-out. The locations of the sink, air conditioner and laminator are fixed by existing plumbing and electric lines. We will be glad of any suggestions.

Sincerely,

MARGARET C. NORTON  
Archivist

~~Is this North, South~~ Is this correct? Your letter says 25 ft.



W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

December 6, 1955

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

I have studied the enclosed plan and think it best to leave it as it now stands. You have done an exceptionally good job of arranging the pieces of equipment.

Since you have already let the contract for building the other items needed in your shop, I imagine you are considering someone for the operator. When you make your decision, may I suggest you have him study both the Instruction Book and the copy of Restoration of Deterioration that I recently mailed you. I found that these two publications were very helpful to a beginner when I made the installation in London last Winter.

The recent publication that I sent you will, no doubt, prove rather dull, however, I shall be very much interested in your comments on this publication.

With best wishes for a Merry Christmas and a Happy New Year.

Sincerely yours,



W. J. Barrow

WJB/dw

Encl.

April 3, 1956

Mr. William J. Barrows  
Document Restorer  
State Library Building  
Richmond 19, Virginia.

Dear Mr. Barrows:

Our Laboratory is set up now except that we are waiting, to place the hood over the machine until you come, because we are not sure just where it should go. It is ready to hook up with the ventilating fan which is already in, and can be placed quickly. Our supplies, however, did not get ordered as quickly as I suggested, and are not here yet. Our man who is to do the work has been appointed and will report for work the 15th. I did not have the selection, but he seems interested and we hope he will work out. He has been working in a photographic studio where he has been doing retouching, so probably is, as he claims "handy". I think we should give him a couple of weeks experience unfolding papers so he will get the "feel" of papers. In other words, we should be ready for you at your convenience any time from May 1st on.

We are concerned over reports from Washington that one of the difficulties they had in their laboratory was the fact that your method of deacidification doesn't work on our 19th and 20th century sulphite papers because the ink runs and the paper tends to dissolve. I notice that your book deals only with old papers, whereas our problems are all those of the later papers. We shall have to do considerable experimental work. I trust you are working along those lines yourself.

One of our worst problems is mildewed paper. We thought to start we would take some of the legislative papers of the 1870's and 1880's which are in fair condition. They have been rolled and tied tight for a long time and where folded are brittle on the folds. Since many of these papers have also been printed and more are of little value, they are more or less expendable. We also have a much mildewed letter file which will be good experience. What do you recommend for work for training people? Any suggestions as to what we should do to get ready for you will be most welcome.

Sincerely,

MARGARET C. NORTON



W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

April 6, 1956

Miss Margaret C. Norton  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

It is nice to know that your shop is almost ready for my services. I have quite a heavy schedule during the next eight months, as I expect to be in Cuba part of June and July, Minnesota in August, Florence in September, and London in October.

If it would be convenient for you to have me for the teaching program, I could come to Springfield on May 6th to begin my two weeks' instructions. Since I have not had any idea when you might be ready, I have been forced to make the above mentioned itinerary for the next several months.

2 I think your idea of having your operator unfold manuscripts, etc., is a good one. May I suggest that you select some papers of low historical value and have him clean off any dust with wallpaper cleaner as suggested in the Instruction Book, page C-1. Let him confine his work to wallpaper cleaner and an art gum eraser for the time being. You might have him clean one or two manuscript books which are of low historical value. These would then be ready for deacidification upon my arrival. I would like for you to select volumes running around 200 pages and sizes in the neighborhood of 8 x 12 inches or 9 x 15 inches.

I, too, have heard many reports out of Washington regarding deacidification and my method of lamination. If such reports were based entirely on facts, the archivist would have a better understanding of what could be done with each process. It is true that many of the water soluble inks cannot be soaked in the solutions, but there are other procedures that can be used even though they are less effective. I have been working on procedures which I hope will be improvements for water soluble writings. Most manuscripts from 1850 to 1900 were written with iron gall inks which offer no particular problem. Do you know of any efforts made in Washington for the improvements of deacidification?

I expect to appear on the program, The Manuscript Society, which meets in Chicago on May 4th and 5th, and I have wondered if you expect to attend this meeting.

Miss Margaret C. Norton  
April 6, 1956  
Page 2

Please let me know if the above mentioned date would suit you for my arrival and if in the event that you have not received any acetate film, tissue, etc., I will be glad to bring a small amount along with me for the teaching program.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "W. J. Barrow", with a long, sweeping horizontal stroke extending to the right.

W. J. Barrow

WJB/dw

April 12, 1956

Mr. W. J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Virginia

Dear Mr. Barrow:

The two weeks beginning May 6 will be quite suitable for us, in fact, I am glad you are not coming the week before because the first week of each month I need to be sextuplets. By the second week I generally have things under control. No, I shall not be attending the Manuscript Society meeting. I'm too busy and besides am not a member.

We suggest that you get a hotel reservation either at the Abraham Lincoln Hotel or at the Leland Hotel at once. Springfield has many conventions and May is quite a busy tourist month - high school excursions to the Lincoln country, etc.

In suggesting that we are concerned about reports from Washington on lamination I am not implying a disparagement of your process. We were aware of their trouble before we purchased your laminator. It seems quite clear that their trouble stems from the use of inferior acetate, uneven pressure in their type of machine and careless operation. I was merely telling you that or own problem is so that you can bring along any new ideas about modern papers which you have picked up. Our papers show disintegration particularly for the period 1850 to 1900, though they began using inferior inks and non-rag paper in the later 1830's.

We shall have no difficulty in finding plenty of expendible unbound materials. A quick check of our vaults yesterday showed that only a few bound records of the sizes you describe. Practically all of these either have paper in superb condition (the bindings are "shot") or else are not expendible. I assume that printed volumes of the same dates will serve your purposes as well, and I am sure we can get library discards for experimental purposes - in fact I have already picked up a couple of volumes.

April 12, 1956

Mr. W. J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Virginia

Our supplies are on order but so far only some paper has come in. I think it would be safest for you to bring acetate film and tissue for which we can reimburse you from our stock when it comes.

Sincerely,

MARGARET C. NORTON  
Archivist

MCN:lq

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

April 18, 1956

Miss Margaret C. Norton  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

Since you attended the Nashville meeting and are adopting my processes, I think the enclosed documents will be of interest to you and Mr. Reid. When you have read them, I shall be glad to have any comments you wish to make.

Unless I hear from you otherwise, I will forward some of my acetate and tissue within a few days. You may expect to see me on May 7th.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'W. J. Barrow', with a long, sweeping horizontal flourish extending to the right.

W. J. Barrow

WJB/dw  
Encl.

P.S. Please have your operator study carefully my Instruction Book and the preliminary draft of the other book I recently sent you.

April 18, 1956

Memorandum

to

Those Who Use the Barrow Procedures of Restoring Documents

When the Archivists met in Nashville on October 10, 1956, there were some who obtained the impression from the papers of Mr. W. K. Wilson of the National Bureau of Standards and Dr. Oliver W. Holmes of the National Archives that all commercial cellulose acetate films were impermanent. It should be called to your attention that Mr. Wilson's test data covered only one commercial film, and it contained cellulose nitrate as an impurity. This impurity was reported by him in his April-June 1955 Progress Report to his sponsors, and again in his July-October 1955 Progress Report. In the latter report, he states, "it is obvious (from the test data) that a small amount of nitrates makes the (Archives) film much less stable". This impurity was not mentioned in Mr. Wilson's paper.

Mr. Wilson's failure to mention the presence of nitrates in this film during his speech and certain statements made in several of his Progress Reports and in the Original Proposal drawn up between the Bureau of Standards and the National Archives raised many questions about this research project. In January when Mr. Wilson requested the formulas and other information on my deacidification process, I requested the Director of the Bureau to have representatives discuss with me various phases of this research project. Dr. G. M. Kline and Mr. W. K. Wilson of the Bureau, and Mr. R. W. Church, Virginia State Librarian, joined me in a discussion of the above matters. At that time, I presented a memorandum outlining the statements made by the Bureau which, in my opinion, were not factual and were injurious to restoration in general. On February 10, 1956, the Bureau called a

meeting of their sponsors and I was invited to attend. After discussing the above matters, the Bureau thought it advisable to write me a letter clarifying their position and gave me permission to send you a copy. After the meeting, I turned over to the Bureau the requested information on deacidification.

The National Archives agreed to clarify their position regarding their statements made in Nashville, and their memorandum of September 1, 1955 relative to acetate films in general. A copy of their letter is enclosed.

Since the National Archives had adopted its type of lamination process on earlier recommendations of the Bureau of Standards, it was natural for them to seek the assistance of the Bureau when tears and breaks appeared in their laminated material. When the Bureau found cellulose nitrate in some of Archives film (not the brand I use), the National Archives apparently assumed that all films were contaminated. This assumption is not necessarily true.

To substantiate my statement, I am enclosing copies of an analysis made by Robb and Moody, Richmond Chemists, on twelve different batches of acetate film made from 1940 - 1956. Mr. Moody has reported "no nitrates present" in all the films I have submitted. The tests I have made at different times have indicated that the film I use (DuPont's) has been low in acidity and its physical strength has shown up well on artificial aging and fourteen to sixteen years of natural aging.

Recent tests in my laboratory have indicated that the lamination of papers with only film adds but very, very little strength to paper. The use of a strong tissue and film on deteriorated documents produce a reasonably strong sheet. Detailed test data and my comments on it are enclosed.

After examining a number of documents at the National Archives in 1952 and making the above physical test, I have concluded that the National Archives' principal difficulties have been due primarily to the very small amount of strength added to a deteriorated document when laminated with only acetate film. Since the Virginia State Library has micro-films containing 8 to 15% cellulose nitrate and they are in good condition after twelve to fifteen years use, it is hard for me to think that this breakdown in film of the National Archives is due entirely or primarily to the presence of an estimated 1% or less of cellulose nitrates. In my opinion, the presence of cellulose nitrates in acetate films (beyond a trace) will cause damage over a long period of time and should not be used in restoration.

Those of us who use deacidification, tissue, acetate film, etc., reported satisfactory results at the Nashville meeting. Mr. Alvin W. Kremer of the Library of Congress pointed out in his paper that our processes were entirely different from those of the National Archives. This point is certainly worth stressing. The National Archives has used only film to fulfill all the needs of a deteriorated document. On the other hand, we have used the acetate film primarily as an adhesive for the tissue. It is an excellent adhesive and gives other desirable properties to the laminate. A strong tissue gives the needed tear and folding endurance so essential for deteriorated documents having frequent usage.

As a whole, we have been interested in using only the best materials and procedures available. Recent experiences of the National Archives and other information certainly indicate that this is the right policy. None of us should feel that we have the perfect answer to all the problems of restoration, but we should continue to seek only the best. With so many different qualities of laminating films on the market, we will be glad when the Bureau has completed its study, as we should have specifications which will help us to buy the best cellulose acetate films available.

*W. J. Brown*



P.S. When you purchase new film, I would like to suggest that you have it checked for cellulose nitrate content. Either have a local chemist or Mr. W. L. Moody, Robb and Moody, Virginia Testing Laboratory, 5 and 7 North Sixth Street, Richmond, Virginia, do this for you. Mr. Moody charges about \$10.00 for one test and reports within one hundredth of one percent the amount present. Dr. Robert B. Hobbs, Chief of the Paper Section, National Bureau of Standards, has suggested that I continue with this and other tests that I make on the film I use. His suggestion is very much appreciated.

April 18, 1936

### Physical Strength of Deteriorated Papers and Their Laminates

When I first began using cellulose acetate film in document restoration, I collected some information on the physical strength of different laminates, but in the meantime some of it has become lost or misplaced. Comparative values of this nature are needed for the rewriting of my book, so nine deteriorated papers definitely needing restoration and five partially deteriorated papers were selected for new tests. Newsprint and two other papers were included for comparison with the deteriorated papers and their laminates. Physically, newsprint is one of the weakest papers made and values either above or below its strength are readily understandable to the archivist and librarian.

The folding endurance and tear resistance tests were the ones used to determine the physical strength of the specimens. The number of folds recorded on the tester indicates a sheet's flexibility and its resistance to wear, such as occurs if a leaf is turned in a book. The tear tests represent a sheet's resistance to tearing when handled. Both of these properties should be relatively high for sheets having normal or frequent usage.

If the number of folds on my machine registers zero, the papers are too weak for use. Those papers slightly above zero can be handled a very limited number of times. As the papers increase in folds, they approach newsprint which registered 36 folds in these tests. Such papers are still in a very weak category and exceptional good care must be exercised if handled.

Since more testing will be done for my study, only a few comments will be made at the present time, and they are as follows:-

### Lamination with Only Acetate Film

1. Table 1, samples 1 - 9. This method of lamination increased the average number of folds by only one, which is approximately 25% above the untreated papers of three folds.
2. Samples 10 - 14 were stronger papers but decreased from an average of 49 folds to 22 after lamination. Similar results were obtained by the late Mr. E. W. Scribner\* of the Bureau of Standards in 1940 when new strong papers were laminated with "plain sheetings".
3. Table 2. The tear resistance of papers 1 - 14 showed a small increase. Scribner obtained similar results when his new papers were averaged, but in some instances there was a loss in tear.
4. This test data indicates that there is only a small amount of physical strength added to a deteriorated document when laminated with film alone and, therefore, it cannot be considered a satisfactory method of reinforcing weak documents having normal or frequent usage.

### Lamination with Film and a Strong Tissue

5. Table 1. The addition of a strong tissue in the laminate increased the folding endurance from 4-1/2 to 9 times that of newsprint, which places this laminate in the category of a medium or low medium strength book paper.

\*Scribner, E. W. Protection of Documents With Cellulose Acetate Sheetings. Washington, Government Printing Office, 1940. (U. S. National Bureau of Standards, Miscellaneous Publication M168.)

6. Table 2. The tear resistance was increased about 4-1/2 times that of newsprint. Again this places the laminate in the category of medium strength book papers.
7. Please note that binding margins #18 and #19 have 2791 and 609 folds respectively. Since such margins reduce the arc or bending of a leaf when turned in a book and each fold on the folding machine is many times greater than a normal turn of a leaf, a book laminated with tissue and with the proper binding margins can be expected to stand much normal usage. This data makes it understandable why several books in the Virginia State Library are in good condition after an estimated usage of 4,000 to 5,000 times.
8. The test data in Tables 1 and 2 indicates that if a deteriorated document is laminated with cellulose acetate film and a strong tissue and has the proper type binding margin, good usage can be expected of the laminate.

#### Other Data

9. Table 3 gives interesting data on the strength near the edge of the leaves in books when compared with the center portion. The edge test showed 9 average folds against 37 folds for the center portions. Light, polluted air, etc., may be the cause of this difference. Since a chain is no stronger than its weakest link, we cannot consider these to be strong papers as all the edge tests were much below newsprint.
10. Table 4 indicates there is considerable difference in the folding strength of two tissues which differs only about 15% in weight. Weight, appearance and feel are not accurate methods of valuing the physical strength of tissue. The strength of the individual fibers seems to be an important factor in laminating tissues. Tissues should be tested in a laminate before selecting one for a restoration process.

## Conclusions

The test data in this study indicates that the scientist should use deteriorated or very weak papers when evaluating a restoration process for physical strength. The use of new strong papers can give misleading information, as a strong paper laminated with acetate film alone will still have good folding endurance even though less than before lamination.

Also, no one should attempt to estimate the physical strength of the laminate by using the known properties of the laminating film as a criteria. Cellulose acetate film is a highly flexible material in thin sheets, but when laminated to paper it lacks the elasticity to withstand sharp bends or folds in a laminate. For this reason, a laminated document should not be folded.

When acetate film is used as an adhesive for the lamination of a strong tissue to a weak paper, a good laminate is obtained. Besides being an excellent adhesive, it forms a relatively impervious covering against dirt, oils, polluted air, etc. Further protection is added to the document because this film is unaffected by most insects and micro-organisms. It also transparentizes the tissue to some degree. In general, these properties are not found in formerly used adhesive, such as glue and paste, but they are excellent characteristics to have in any restoration process.

W. J. Barrow

April 9, 1956

Table 1

Folding Endurance of Fourteen Early Deteriorated Papers  
and the Same Papers Laminated with Cellulose  
Acetate Film and with Film and Tissue

Sample No.	Date of Paper	Untreated Paper	Laminated with Film	With Film and Tissue
1	1785	0	3	181
2	1835	0	3	315
3	1750	1	2	334
4	1730	1	1	156
5	1760	2	1	194
6	1775	3	4	155
7	1791	3	4	140
8	1764	7	8	135
9	1819	7	8	131
Av. Folds		3	4	193
10	1751	12	10	179
11	1776	30	16	160
12	1820	45	36	210
13	1710	58	11	127
14	1842	99	37	242
Av. Folds		49	22	184

Continued

April 9, 1956

Table 1 (Continued)  
Binding Margins  
and  
Papers of Known Values for Comparison

Sample Number	Date of Paper	Folds of Untreated Paper	Type of Paper
15	1956	36	Newsprint
16	1955	162	Lower Grade Medium Strength Book Paper
17	1722	339	Book, excellent condition
18	1956	2791	Binding margin (9 lb. bond laminated with film and tissue)
19	1956	609	Binding margin composed of two films and three tissues

Samples 1 - 9 were tested with a temperature variation 74°F to 77°F and a relative humidity of 49 to 54 percent. Samples 10 - 14 varied from 73°F to 76°F and a relative humidity of 49 to 52 percent.

These tests were made with a folding machine built especially for weak paper and similar to the M.I.T. tester. It folds the paper 90 degrees instead of the usual 270 degrees. Ten specimens in each direction of the sheet were tested under 1 kg. tension.

April 9, 1956

Table 2

Tear Resistance of Papers in Table 1

Sample Number	Date of Paper	Untreated Paper	Laminated with Film	With Film and Tissue
1	1785	0.2	0.6	2.9
2	1835	0.1	0.5	3.0
3	1750	0.4	0.7	2.8
4	1730	0.4	0.7	3.0
5	1760	0.8	0.1	3.2
6	1775	0.5	0.1	3.0
7	1791	0.6	1.2	3.3
8	1764	0.6	1.3	3.0
9	1819	0.7	1.5	3.0
Average		0.5	0.7	3.0
10	1751	0.7	1.4	3.4
11	1776	1.0	1.8	3.4
12	1820	1.1	1.5	3.2
13	1710	1.6	1.6	3.5
14	1842	1.1	1.7	3.5
Average		1.1	1.6	3.3

Continued



April 9, 1956

Table 2 (Continued) \*

Papers of Known Values for Comparison

Sample Number	Date of Paper	Tear of Untreated Paper	Type of Paper
15	1956	0.7	Newsprint
16	1955	2.5	Lower medium strength book paper
17	1722	1.9	Book, excellent condition
18	1956	3.0	Binding margin (9 lb. bond laminated with film and tissue)

\*The tear resistance was made with an apparatus designed for relatively weak papers, and it is not used in regular laboratories. It is calibrated in ounces and the above figures represent the number of ounces required to sustain a continuous tear. Five specimens in each direction were made for each test.

These tests were made with a temperature variation of 74°F to 77°F and a relative humidity variation of 47 to 49%.

April 1, 1936

Table 3

Comparative Values of Folding Endurance  
of the Center Portion and the Edge  
of Leaves in Deteriorated Books

Sample No.	Date	Edge of Leaf	Center Portion	Hand** Creased
8	1764	2	7	3
9	1819	2	7	2
10	1751	8	12	5
11	1776	12	30	9
12	1820	14	45	10
13	1710	7	58	7
14	1842	22	99	39
Average		9	37	11

\*Test made 5/32 of an inch from outer edge of leaf.

\*\*Note: The column marked "Hand Creased" gives the number of complete folds (360°) made with the hand before the paper broke. The paper was creased with the thumb after each fold.

Samples 1 - 9 in Table 1 broke on the firsthand fold.

March 24, 1956

Table 4

The Folding Resistance of 4 Deteriorated Papers  
Laminated with 5-1/2 and 6-1/2 Pound Tissues

Number of Folds

Sample No.	Year	Untreated	Laminated 5-1/2 lb. Tissue	Laminated 6-1/2 lb. Tissue
7	1750	1	3	265
8	1730	1	5	175
9	1760	2	8	325
10	1775	3	6	298
Av. Folds		2	6	265

Temperature variation 75°F to 76°F.

Relative humidity variation 49% to 47%.

The untreated papers were tested at a temperature of 74°F to 77°F and a relative humidity of 49 to 54%.

The 5-1/2 lb. tissue (24 x 36 basis) contained fibers of a small diameter, and the 6-1/2 lb. tissue contained long fibers of a large diameter.

ROBB & MOODY  
VIRGINIA TESTING LABORATORY  
*Consulting Chemical Engineers*

5 AND 7 NORTH SIXTH STREET

RICHMOND, VA.

April 6th 1956

CERTIFICATE OF ANALYSIS

ANALYSIS NO. 6435  
OF A SAMPLE OF Cellulose Acetate Film  
MARKED SEE BELOW  
RECEIVED FROM Mr. W. J. Barrow:

---

Archives Supplying Film-	Date Purchased	Manufacturer of Film	% Nitrate Present
Delaware	Aug. 15, 1951	DuPont	None
Maryland	Mar. 13, 1956	DuPont	None
North Carolina	Dec. 15, 1954	DuPont	None
South Carolina	Sept. 12, 1954	DuPont	None
Georgia	Dec. 28, 1955	DuPont	None
Tennessee	Aug. 4, 1954	DuPont	None

---

VERY RESPECTFULLY,

TO Mr. W. J. Barrow,  
State Library Building,  
Richmond, Virginia.

*Robb & Moody,*  
*Norman L. Moody*

The following test data has been copied from reports made to me by Robb and Moody, Consulting Chemical Engineers of Richmond, Virginia:-

\*\*\*\*\*

September 29, 1955

Sample #1: Cellulose Acetate Film made in 1940.

Sample #2: Cellulose Acetate Film made in 1955.

Exhaustive analyses of these films show the absence of cellulose nitrate.

No nitrates present.

\*\*\*\*\*

March 16, 1956

Sample marked:

Cellulose Nitrate

DuPont Acetate Film CA 48	None
P 903 Celanese Acetate Film	None
P 904 Celanese Acetate Film	None
P 912 Celanese Acetate Film	None

**U. S. DEPARTMENT OF COMMERCE**

**NATIONAL BUREAU OF STANDARDS**

ADDRESS REPLY TO

NATIONAL BUREAU OF STANDARDS

WASHINGTON 25, D. C.

IN YOUR REPLY  
REFER TO FILE NO.

March 22, 1956

7.3/342C

Mr. W. J. Barrow  
State Library Building  
Richmond, Virginia

Subject: Research on Lamination of Documents

Dear Mr. Barrow:

We should like you to know how much we appreciated your help in the review and planning conference on our research project on the lamination of documents.

We quite agree with your view that this conference was a good start toward dispelling some of the misunderstandings that seem to have grown up around this research. The conferees were definitely in accord that the initiation of this project was not intended to reflect adversely on any process now being used for the preservation of documents by lamination. Furthermore, our results should not be interpreted as reflecting adversely upon the procedures and materials you are using in the restoration of deteriorated documents, since we have not tested these.

It is our intention to develop specifications for cellulose acetate film that will enable the purchaser to obtain film of the highest stability. The quality of the film procured without such specifications has been uncertain.

We thank you for your offer to supply certain old papers for use in the study of the effects of alkaline pretreatment. As you know, the conference asked that

- 2 -

we submit our plans for this part of the project to the sponsors for review before starting the work. The preliminary work on papers of no value, to polish our technique, will take some time, so do not be surprised if weeks elapse before we request samples of the old papers.

Very truly yours,

A handwritten signature in cursive script, reading "Robert B. Hobbs".

Robert B. Hobbs  
Chief, Paper Section

# GENERAL SERVICES ADMINISTRATION



## *National Archives and Records Service* Washington 25, D. C.

March 7, 1956

Mr. W. J. Barrow  
State Library Building  
Richmond 19, Virginia

Dear Mr. Barrow:

In our recent conference at the National Bureau of Standards I was sorry to learn that a necessary administrative action taken by the National Archives had resulted in injury to your business. I am writing to assure you that in reducing our lamination program and calling on the Bureau of Standards to re-study both the materials and processes we had been using, we had no thought of condemning or questioning the materials and processes used by you or by any other institution. Our purposes were to obtain specifications for the most suitable kind of laminating foil - whether cellulose acetate or some other kind - and to determine what if any changes in our method of application might be called for to give the most satisfactory and lasting results. Three other institutions using the same kind of foil but different methods of application joined us as sponsors of the investigation. Draft programs for the investigation were studied and freely discussed by all the sponsors and a final statement, dated June 7, was approved by all of them. This final program still governs the investigation.

In initiating the investigation, at considerable cost to our small budget, it was our earnest hope that we might find a better kind or quality of foil and an improved technique that would justify us in resuming our normal laminating production.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'T. R. Schellenberg', with a stylized flourish at the end.

T. R. Schellenberg  
Director of Archival Management



April 26, 1956

Mr. W. J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Virginia

Dear Mr. Barrow:

Thanks for the literature on the cellulose acetate film. We are having difficulty getting this. DuPont tried to get us to buy a substitute which we suspect contains nitrate but we have, of course, refused.

Mr. Reid, Acting Assistant State Librarian, talked with a DuPont man in Chicago and finally got a sixty day commitment. He is going to make an attempt to have them send us at least part of the order but we are not hopeful of getting it before you come. If you could bring enough to keep us going while you are here it would help us very much.

Sincerely,

MARGARET C. NORTON  
Archivist

MCN:lcc

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

April 26, 1956

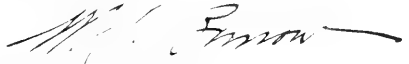
Miss Margaret C. Norton  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

Since you have not indicated that your supplies have arrived, I am sending by express sufficient materials for about three weeks. They should be in your Library before I arrive on the morning of May 7th. A list of these materials is enclosed.

I am looking forward to seeing you and Mr. Reid in the near future.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'W. J. Barrow', with a long horizontal flourish extending to the right.

W. J. Barrow

WJB/dw  
Encl.

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

April 26, 1956

Materials shipped to Illinois State Library:-

500 Sheets of tissue, 15 x 20 inches

500 Sheets of tissue, 18 x 24 inches

500 Sheets of acetate film, 14-1/2 x 19-1/2 inches

500 Sheets of acetate film, 17-1/2 x 23-1/2 inches

100 Sheets of 9 lb. bond

24 Sheets of blotters

20 Sheets of Holland cloth

**WATLAND** INCORPORATED

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SALES ORDER NO.

**6213**

CHICAGO PHONE



W-A-T-L-A-N-D

WA. 8-5263

L-36

SOLD  
TO

Illinois State Library  
Archives Building  
Springfield, Illinois

SHIP  
TO

James

ORDER DATE			SALESMAN		DEPT	SHIPPED VIA		TERMS	EXT BY	FNT BY	PACKED BY		
7-3-56			STATE					10030		EJO			
QUANTITY			DESCRIPTION						F.E.T.	UNIT PRICE		EXTENSION	
Ordered	Back	Ord	Shipped							LIST	NET		
2			2	500 40x48 Acetate Film, Cellulose Acetate Film, 88/10,000" thick, #88-CA48									

PACKING SLIP

C O P Y

W. J. BARROW

Document Restorer

State Library Building

RICHMOND 19, VA.

U. S. A.

April 30, 1956

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

By the time this letter arrives, you should have received sufficient acetate film, tissue, etc., for the training period. These two packages went out last Thursday.

May I suggest hereafter that you write Mr. A. F. Wendler, Spec. Asst. to the Director of Sales, E. I. DuPont de Nemours & Company, Inc., Film Department, Wilmington, Delaware, for your needs in cellulose acetate. Mr. Wendler occupies quite a high position with the DuPont Company but has always taken an interest in the preservation of documents. I have always allowed four to eight weeks for delivery. There is no reason why you cannot get the CA 48 formula, and do not accept a substitute.

I am looking forward to seeing you on the morning of May 7th.

Sincerely yours,

W. J. Barrow

WJB/dw

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

May 22, 1956

Miss Margaret C. Norton  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

I wish to thank you for your assistance during my teaching program in your restoration shop. Your co-operation, as well as that of Mr. Cassidy and Mr. Bulpitt, made my teaching program quite simple - yet interesting.

I am enclosing a copy of the instructions for desilking with Taka-Diastase. I am also enclosing a copy of a memorandum sent to Delaware which pertains to the use of Teflon coated glass fabric in the place of Holland cloth. I promised Mr. Bulpitt a sample of the cloth for mounting maps and sewing cord, and these will also be enclosed.

I hope Mr. Bulpitt has not encountered any difficulty, but if he does, I hope you will write me about them. Of course, he will have some problems but I hope they will be small.

I had a very pleasant trip home by plane, but have been suffering from a condition which I sometimes have after being on a rough sea. This is commonly called landsickness. All of my planes were nice, and I arrived here in Richmond about 10:15- which is quite quick for such a long journey.

Again, let me thank you for the hospitality extended me during my visit in Springfield.

Sincerely yours,



W. J. Barrow

WJB/dw  
Encl.

P.S. Please check the enclosed bill and see if it is correct.

June 4, 1956

Mr. W. J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Virginia

Dear Mr. Barrow:

This will acknowledge your letter containing additional instructions and notes on materials for our Restoration Laboratory.

We have just received a shipment of the cellulose acetate from Du Pont. We are not returning the supplies you loaned us quite yet, partly because our first shipment of the acetate was too small and partly because we have not received the other supplies such as Holland cloth.

We appreciate your courtesy in loaning us these materials and will return them as soon as possible.

We enjoyed your stay here very much and are sorry the members of the Archives staff did not have an opportunity to meet you. Let that be your wishing penny for you to return to Springfield in the not too distant future.

Sincerely,

MARGARET C. NORTON  
Archivist

MCN:lq

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.

U. S. A.

July 25, 1956

Miss Margaret C. Norton  
Illinois State Library  
Springfield  
Illinois

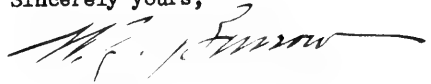
Dear Miss Norton:

I am making plans for the installation of the Minnesota laminator. Unless you hear from me otherwise, I would like to call by your Archives on the 13th and 14th of August and check on your equipment.

I hope this will be convenient to Mr. Bulpitt as he, no doubt, has several problems to discuss by this time. Do not be surprised if I find it necessary to change this date, as there has been a number of complications in getting some of the equipment built for Minnesota.

With best regards.

Sincerely yours,

A handwritten signature in dark ink, appearing to read 'W. J. Barrow', with a long, sweeping horizontal stroke extending to the right.

W. J. Barrow

WJB/dw



July 27, 1956

Mr. W. J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Virginia

Dear Mr. Barrow:

We will be delighted to have you stop off either going to or coming from your trip to Minnesota. Our State Fair will be held August 10-19 and hotel space will be at a premium at that time. We may also have different hours that week. Normally we have one day off during Fair Week but in view of the political situation (maybe you've read about our defaulting State Auditor) we don't know what our hours will be. It might be better for you to stop after you have been to Minnesota, but of course we want you to come.

Mr. Bulpitt was out over a month. An emergency operation on his wife just before she had planned to return to Springfield from Florida revealed cancer. A second operation was performed in hopes that she would revive enough to be flown home, but she died the following day. Mr. Bulpitt just returned to his job last Monday. For that reason also, it might be more profitable for you to wait until later.

We are ashamed to be so slow in returning the supplies you loaned us. We are still in short supply, but Mr. Bulpitt is hoping to get supplies in so that we can send you what we owe you.

Le Roy De Puy who is to succeed me as archivist next spring, is already on the job, and you will enjoy meeting him.

Sincerely,

MARGARET C. NORTON  
Archivist

MCN:lqc

W. J. BARROW  
*Document Restorer*  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

July 31, 1956

Miss Margaret C. Norton  
Archivist  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

Since Michigan has not made a definite appointment with me, I think it would be best that I come by Illinois first and visit your Archives on August 9th and 10th, if this will be satisfactory with you. I agree with you it would be best to avoid the Fair, if possible.

I am very much distressed to hear of Mr. Bulpitt's misfortune. It certainly must have been a blow to him.

I agree with you it might be best if I waited until the end of my trip to Minnesota for a visit, but that time would be so close to my departure to Europe that I could not afford to spend but a few hours in Springfield. The laminator became damaged in transit to St. Paul and this installation may take more time than I had anticipated.

I have plenty of supplies on hand, so do not be in a hurry to repay my loan.

I am looking forward to meeting Mr. De Puy and seeing you and others again.

Sincerely yours,



W. J. Barrow

WJB/dw

August 1, 1956

Mr. W. J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Virginia

Dear Mr. Barrow:

August 9 and 10 will be a better time for us to have you come to Springfield. We are glad you could change the date to accommodate us.

You should get your hotel reservation immediately because the State Fair exhibitors come in ahead of time.

Mr. Bulpitt said, if you will let him know when your plane is to come in he will be glad to meet it.

Sincerely,

MARGARET C. NORTON  
Archivist

MCN:lqg

W. J. BARROW  
*Document Restorer*  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

August 2, 1956

Miss Margaret C. Norton  
Archivist  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

Since writing you on Tuesday, I find that I will be one day late, and I expect to be in your Archives on August 10th. There has been a continual change of plans for me this summer and I hope my luck will change soon.

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'W. J. Barrow', written in dark ink.

W. J. Barrow

WJB/dw

August 3, 1956

Mr. W. J. Barrow  
Document Restorer  
State Library Building  
Richmond 19, Virginia

Dear Mr. Barrow:

We are somewhat dubious about your trying to come here on the 10th of August as there is very little chance to get a hotel reservation day before the State Fair. Also Mr. Bulpitt and I are off that Saturday. Mr. Bulpitt might be able to change his time but I am planning to be out of town. However, if you can come and that is the only time you can come we will be glad to have you.

Sincerely,

MCN:loq

MARGARET C. NORTON  
Archivist

W. J. BARROW  
Document Restorer  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

Aug. 4<sup>th</sup> 1956

Dear Miss Norton;

Since I have reservations at the Lincoln Hotel and my plane tickets, I will come to Springfield as planned. If it will be convenient for Mr. Bulpitt to see me on Friday and ~~also~~ possibly Monday I will try to help him with any problems he is having. Please <sup>do</sup> not change any plans that <sup>either of</sup> you may have for the weekend as I too would like to have Saturday and Sunday for a rest.

If Mr. Bulpitt has plans for Monday I will visit in Chicago on that date. Since the laminator etc. has not been in operation not too long I think we can get most of our business items discussed on Friday.

I am sorry I have had to make so many changes in my plans but my other clients have had complications.

Sincerely yours  
W. J. Barrow

W. J. BARROW

*Document Restorer*  
STATE LIBRARY BUILDING  
RICHMOND 19, VA.  
U. S. A.

September 5, 1956

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield  
Illinois

Dear Miss Norton:

I have just returned from Minnesota which accounts for my delay in not thanking you and your staff for the many courtesies extended me on my recent visit to your office. It is gratifying to find that satisfactory progress is being made in your restoration shop, even though there has been some interruptions. Mr. Bulpitt seems to be grasping the basic principles of the process very well.

The installation of equipment for Minnesota went along very well, but, as usual, we had minor problems to solve. They seem to like the results they are getting and, as time passes, I think they will do a good job.

I greatly enjoyed my trip in the mid-West and with a few exceptions, I ate steak at every meal. This, along with the hospitalities of different ones, made my trip a most enjoyable one.

Please remember me to Mr. DuPuis, Mr. Cassidy, and Mr. Bulpitt.

Sincerely yours,



W. J. Barrow

WJB/dw

EQUIPMENT, 1940



## **ARCHIVES BUILDING**

### **EQUIPMENT.**

**(Confidential Report)**

#### **Number of Contracts.**

Contracts for equipment can be more advantageously let if divided in accordance with the specialties represented by the various types of interested companies. Several companies are able to bid on their own manufactures in several or even most of these lines, but more companies manufacture only one or two lines. Also it is essential that available money be spent on those items which are special and which it would be expensive to buy as smaller units later. Splitting the bids will enable us to delay certain purchases until we know how much money the major items will cost. The following seem logical groupings for bidding:

#### **A. Steel equipment contract.**

##### **1. Filing units, including**

- a. Legal size filing cabinets**
- b. Correspondence size filing cabinets**
- c. Roller and sliding shelves**
- d. Map cases and card files (Not specified for bidding at present. See explanation below).**

##### **2. Miscellaneous steel equipment, such as**

- a. Steps for reaching upper drawers**
- b. Vault tables**
- c. Steel tables for telephone stands**
- d. Staff lockers**

#### **B. Safes and safe lockers**

#### **C. Specially designed furniture for Reference, Conference Rooms, Lobbies, etc.**

#### **D. Catalog Room cabinets**

#### **E. Museum cases**

#### **F. Fire extinguishers**

#### **G. Furniture for Archivist's Reception Room and non-specially designed furnishings for other public rooms.**

#### **H. Steel Desks and Chairs for Work Rooms.**

## STEEL EQUIPMENT.

### Steel Filing Equipment.

#### General Considerations.

There are two problems involved in writing specifications for bids. The first is the necessity for eliminating all but the highest quality merchandise since Cabinets bearing the B, C or D labels will not hold up over a period of years. The second problem is to make an accurate estimate of the relative quantities of merchandise required.

There are only about half a dozen companies manufacturing filing cabinets bearing the A rating of the American Steel Furniture Institute. Of these four manufacture cabinets of a quality so high that there would be no worries about replacements or other service, matching units in the future, financial responsibility. Several more will bid, and these bids will be based upon a price basis, meeting minimum specifications. It is recommended that tests be set up or rather required at the option of the architect. Most of the interested firms have submitted sample specifications, but a study of these specifications indicate that they are chiefly "sales talk" for certain special features rather than specifications for fair open bidding. However, many of the points that need watching have been brought out in numerous and extended discussions with these sales representatives, and it is the purpose of these specifications to bring out certain of these points for the use of the specification writer for the Architect.

The estimates for unit requirements are incorporated in an appendix. So far it has been impossible to get workable estimates as to the number of records likely to be transferred to the Archives Building. The Historical Records Survey of the NPA is just starting an inventory of the state records, but that will not be completed in time to be of present service to us. The estimates submitted herewith are based therefore, not on statistics, but upon my knowledge of the types of records kept at various periods and my guess as to what records will be transferred first.

In general records take the following forms:

Early records (up to about 1865):

Chiefly large ledger volumes supplemented by unbound manuscripts suited to legal size filing cabinets.

Middle period. (1865 to early 1900's)

Ledger volumes and unbound papers of legal size.  
Correspondence: outgoing correspondence kept in quarto size letter books, incoming in correspondence size files.

1910-date.

Letter books abandoned about 1913. Increasingly heavy correspondence kept in correspondence size drawers.  
Increasing use of legal size filing cabinets.  
Decrease in number and size of volumes. Volumes now used chiefly for fee books and other bookkeeping operations.  
Card indexes increasingly used as substitute for volume records.

Effect of above analysis upon estimates for filing equipment.

Most state officials are thinking of transfers in terms of additional storage space rather than from the angle of the preservation of records as archives. The departmental storage vaults will be filled first, and there will be comparatively few early transfers of records to the Archives vaults proper. That will vary from department to department. I expect accessions from the Auditor, Treasurer and Supreme Court sufficient to fill two floors of archives vaults, while material already deposited with the Archives Division will fill approximately three more floors. The first level of stacks will be used for temporary storage and will be equipped with old files. At least three more floors of archives stacks should be equipped at present, also one floor of the "Special Archives Vault" opening off the second floor. Departmental Storage vaults should be completely equipped now.

The departmental vaults will require chiefly correspondence and legal size cabinets, probably in the proportion of 5 legal to 2 correspondence size drawers, but this is difficult to estimate. I recommend that a minimum number of cabinets of each size be bid upon with a unit price above that minimum, said unit price to hold for a certain number of months. Then as early accessions were received we could estimate more accurately.

Card indexes are a comparatively recent development and I look for few accessions of that material. Card files which fit into standard correspondence and legal size drawers can be purchased from most manufacturers. It would be desirable to write into the specifications that card units could be substituted for drawers in the cabinets or be fitted into drawers.

Map drawers will be required for records of certain engineering divisions, chiefly the Highway, Waterway and Architect Divisions and the sanitary engineering divisions under the Public Health Department. The Highway Division has submitted estimates of its requirements, but I have no idea whether much or nothing will come from the other departments mentioned. Many private engineering companies fold their drawings to fit legal size cabinets. Whether that would be practical for the state records I do not know. Map drawers are costly and vary in size, but are standard and require no special specifications as for legal and correspondence size cabinets. I recommend that the purchase of these drawers be delayed until the records are ready for transfer and ordered in the sizes and quantities needed.

For the Archives vaults the equipment used will be shelves, legal and correspondence size files and card cabinets. Plain shelves have already been contracted for. In addition, roller and/or sliding shelves must be provided for frequently used large volumes and for fragile large volumes. This shelving will be discussed later under the heading Shelving.

← Special protection is needed for records in the Special Archives Vault. Legal size cabinets will be used for these records, which consist of Enrolled Laws, Deeds and Abstracts to State property, Leases, the Constitution, etc. This protection needs to be as much against tampering as against fire hazards. All these records will be kept in locked cases and some of them behind combination locks. This will be discussed later also.

Present card cabinets, supplemented by matching cabinets will be used where needed in the Archives vaults.

Present equipment will also be used for the Film Vault, pending outcome of experimentation as to the best means of storing films.

Miscellaneous items under A2 are more or less standard items and being readily obtainable are suitable for inclusion in the general steel equipment contract. Specifications are discussed later in this report.

## Filing Cabinets.

### Legal and Correspondence Size

The legal and correspondence size cabinets will be six drawers high. Since the only difference between these two types is in the width of the drawers, no distinction will be made between them in the following discussion. No attempt can be made here to write the specifications, but merely to give the arguments for and against the various proposed types of cases and forms of construction and to point out certain weaknesses and other matters to be given consideration by the specification writer.

There are two types of construction recommended by the various companies - ordinary steel construction cabinets and so-called Certi-files (or Fire-files) bearing a half hour fire rating. The steel files are based upon the same engineering principles as sky-scrapers. The Certi-files are composed of a core of reinforced poured insulating material on the principle of reinforced concrete, with a sheet steel covering.

The construction of the proposed steel files - whether the cabinets should be units six drawers high or built up of super-imposed three drawer or four and two drawer units - has been argued heatedly but inconclusively by various manufacturers. The Certi-files would have to consist of superimposed units on account of the method of construction.

Steel files are standard and are manufactured regularly in units two, three, four and five drawers high. No manufacturer builds six drawer units because five drawer units are the maximum practical height for use without a step. In fact, five drawer high units are too high for active files without making the drawers inconveniently shallow. Transfer drawers for inactive records, however, are frequently built up twelve drawers high or even higher. These drawers are individual units but are not suitable for use in the Archives Division because they are of open construction and do not have drawer suspension slides. A careful study of the Illinois situation made it seem advisable to recommend six drawer high units as most economical of space and of practicable height for the occasional reference to the files.

Of the various manufacturers, Remington Rand alone insists that superimposed units should be used, claiming that a six drawer unit cannot be as strong as the bolted together superimposed units. They say superimposed units will develop less side sway and warping over a period of years. They also claim that it will be easier to handle the smaller size units in case they have to be shifted. Comparative samples of the two types now on the floor of the Archives Division refute this last point.

Art Metal, Shaw Walker, H.W. Conway and Globe Wernicke engineers say there is no reason why a properly braced six drawer file should develop a side sway than a sky-scraaper does. They point out the less finished appearance from superimposing, the slightly greater height, the loss of filing space at eye level where the two cases meet, danger of rust around bolts and between sections, etc.

Since either type of cabinet would require special manufacturing treatment and new dies, there seems on the surface to be no reason for suspecting the sincerity of any of these engineers. Personally I incline toward the six drawer unit, but will defer to the judgment of the Architect's engineers. I suspect that there may be a cost basis to this conflicting advice, but I do not know on which side, since each says his plan would be more expensive to build. Superimposition of cabinets would seem to involve no new engineering models but simply a slight narrowing of the top of the bottom cabinet and the narrowing of the base of the upper cabinet, but taking more steel. Six drawer units would probably involve the making of new dies, but would permit rigidity and uniformity in specifications. Samples of both types

in relation to equipment. They are using steel cabinets of their own design which have not proved satisfactory in use. The last time I discussed with matter with him Archivist Connor was considering the use of pasteboard containers which he did not think hazardous in his fireproof vaults.

The danger of fire is to be considered from two aspects. Fire may spread into one section of a building from another section. This is unlikely in the Illinois Archives Building and can be dismissed from consideration. Any fires with which we might have to contend would probably be confined to one vault. A very serious fire of this sort did destroy all the records in a vault in the new post office building in Washington last year. This fire is cited as refuting the results of experiments reported by the National Fire Protection Association in 1935 in its "Protection of Records." This report states in part (p.27):

"While fire in a cupboard or inclosed shelf will be communicated to adjacent sections through a sheet metal wall, the spread will be relatively slow since there is no opportunity for the free sweep of flames or building up of room temperatures above the ignition point of ordinary combustible materials.

"An incombustible floor finish is a material help in preventing spread of fire from one container to the other where they are separated. In fact, even under moderate exposure conditions from fires in large accumulations of combustibles within the room, no such spread of fire from one closed container to the other is likely to take place on incombustible floors."

The U.S. National Bureau of Standards in the same report (p.28) found that "in one test 9 1/2 hours was required for a fire to travel 18 feet within a given stack (metal shelving of the skeleton or open type), laterally through solid metal partitions spaced 3 feet apart with a closed or cupboard section every third bay."

The greatest fire hazards in the building will come from careless departmental clerks. A rule excluding clerks from the vaults ~~who are caught smoking may not be too easy to enforce though I anticipate little difficulty on that score.~~ Certain records such as enrolled laws require protection against tampering by combination safe locks as much as fire protection. This will be discussed later on in this report.

In summary, the relative advantages and disadvantages of the Certi-file and skeleton steel construction are as follows:

Certi-file: For: Strength, some fire protection, dust proof, interchangeability of drawers, strong suspension, quality of product assured by automatic elimination of the marginal bidders.

Against: Cost, loss of considerable filing space, weight.

Skeleton steel files: For: Cheaper, maximum filing space, lighter to move around in shifting, drawers interchangeable, in standard use.

Against: questional fire protection, drawers not dust proof, grave difficulty in writing specifications that bidders do not bid on a price rather than a quality basis; additional units purchased later will be relatively expensive because they will be special items whereas Certi-files purchased in the future will be standard items.

## FILING CABINETS

Legal and Correspondence Size.

### Notes on Specifications.

As stated before, the Superintendent of Archives is not enough of an engineer to be able to write detailed specifications for the filing cabinets. All she can hope to do is to point out some of the points which need especial watching.

The weak elements in filing cabinets are as follows:

1. The first breakdown in any cabinet comes in the roller suspension slides and this is the most difficult feature to write into an open specification. Each company holds its own patents and each claims it has the only satisfactory suspension. Amusingly, some of the features of which one company is most proud are features pointed out by a competitor as weak points. Slides should permit extension of drawer from the cabinet for its full length. That cannot be done with a poor suspension and that clause will eliminate some marginal bidders. A clause should be inserted requiring bidders to use the highest grade suspension furnished in their best grade A cabinets. Certain minimum requirements must also be written into the specifications.
2. Break-down of cabinet by "weaving" - chassis not strong enough or improperly cross braced. This distortion of the frame interferes with ease of opening drawers and breaks the suspensions. The Archives Division has experienced considerable difficulty of this sort with four drawer cabinets rest upon floors made uneven by overweight.
3. Danger of tipping over when drawer loads are unevenly distributed during shifting of contents. We have had a battery of five four drawer cabinets bolted together laterally tip completely over during shifting operations. Provisions must be made for bolting laterally and to the column uprights. I believe the base designed by the Remington Rand Co. in connection with its efforts to overcome the excess floor load in the use of Certi-files forms one very good solution to this problem. Bidders should be required to conform to specifications of this sort or to submit a satisfactory substitute method to overcome tipping.
4. Interchangeability of drawers is essential. This will permit shifting of drawers from one part of the building to another without moving the heavy cabinets. Dustproofing of drawers is very desirable but must be subordinated to interchangeability. The Certi-file seems to be the only drawer meeting these conditions satisfactorily. The best substitute for dustproofing seems to be the insertion of dust shelves between each drawer. These dust shelves must not be allowed to pass as a substitute for cross bracing, though they will contribute to rigidity, and also add a slight fire retarding feature.

Other things to be watched in specifications.

1. Gauge of steel, cross bracing, etc. must be adequate.
2. Finish. A smooth mat finish enamel both inside and outside of the drawers as well as the case. Most drawers are apt to be roughly finished inside and catch dust and rust or flake. Color to match stack uprights. Finish hardware - label holders, drawer pulls, catches and rod ends should be of solid cast bronze finished to eliminate as much glare as possible. Sizes of label holders should be specified. Drawer latches should be required.

3. Size of drawers. <sup>Specifications for</sup> Inside drawer dimensions for height, width and depth should be uniform. I prefer an inside drawer height of 10 3/4 inches though some companies use 10 1/4 inches. This height is exclusive of the space required for guide rods. There is no standard drawer depth but to use the space as economically as possible this depth should be not less than 28 nor more than 30 inches. Inside width of the drawer should be 15 1/4 inches for cap or legal size and 12 inches for correspondence size.
4. Guide rods and follow blocks. Guide rods should be provided for each drawer. Follow blocks or compressors vary in design according to the manufacturer. The best grade furnished by each bidder should be specified. Many companies use a straight up and down follow block, thus adding apparent filing space at the back of the drawer. This is sales talk only. A correctly designed compressor should have a slope backwards from bottom to top of about one inch.
5. Dividers. To prevent curling of papers and to keep the folders upright it is sometime desirable to add to the drawer a dividing device, either a canvas hammock affair like the Remington Rand's Flexi-file or a metal divider with a spring device allowing a certain amount of play, such as the Remington Rand Flexi-block. Here again each company has its own device for accomplishing this end. Specifications should indicate that such devices can be added later as extras without any drilling of holes or other changes to the drawer. Samples are in my office.
6. Cabinet bases. The cabinet bases should be recessed about 2 1/2 inches and should raise the bottom drawer about 3 1/2 inches from the floor. This is not merely to give toe space but largely to eliminate the unsightly marring of the base in cleaning which is inevitable with the standard base. If practicable the front of this base should be of some plastic like Micarta. There are two schools of thought with relation to this base. Some recommend that the base be an integral part of the cabinet, others that the base be separate and the cabinets bolted to a continuous base for the bay, such as the base designed by Remington Rand to which reference was made under the heading concerning tipping.

In conclusion, the specifications herewith submitted are a revision of those submitted by Mr. Lombard of Art Metal through me on August 17, 1936. I have since again discussed these specifications with him with the comparative specifications of the other companies before me. These specifications will require rewriting but contain substantially the best recommendations for an open bidding submitted by any manufacturer. Most manufacturers submitted specifications based upon sales points of their own cabinets. I assume that the specifications drawn up will be submitted to me for discussion and criticism before being offered for the letting.

*The following specifications antedate the A label of the American Steel Furniture Institute was created. Will that affect the wording of these specifications?*



Specifications for Steel Files

Art Metal specifications, based upon U.S. Procurement Specification forms.

1. These specification contemplate that the manufacturer shall furnish all labor, material and facilities necessary for the proper and diligent construction and installation of the library and archives equipment in the above building according to the drawings and specifications.
2. The manufacturer is to furnish, deliver, install and arrange in the various portions of the building the several items of equipment as directed by the Architect. For convenience, the several items are designated as Item 1, Item 2, Item 3, Item 4, Item 5, Item 6, Item 7 and Item 8. (All allusions to items other than items 2 and 3 are eliminated from these specifications as retyped here, since the other items are not universally applicable in the final specifications).
3. The equipment to be furnished under these specifications requires precision in the fabrications of the various parts and in the assembly of these parts, durability of working parts, rigid and substantial construction of the units, durable finish for the various parts in keeping with the purpose they are to serve, and a flexible arrangement of units and items for convenient arrangement, storage and access to the material to be stored and referred to.
4. Each bidder submitting a proposal for the work included in these specifications is to submit with his bid, full size samples of Items 2 and 3, which will illustrate the workmanship, finish, durability of construction, quality and value of the product he proposes to furnish if awarded the contract for the equipment called for by these plans and specifications.
5. The samples submitted by manufacturers of this equipment will be tested by the Architect's representatives to determine the efficiency of the construction, durability of working parts, and the value offered, to ascertain the make of equipment which will best serve the owner's requirements.
6. Material used to be the best of its respective kind, and that best adapted to the particular construction for which it is employed. Sheet steel used in the construction of exposed surfaces, such as drawer fronts, tops, sides and backs, shall be the best mild, full pickled, full cold rolled, stretcher levelled and oiled, free from scales and buckles. The unexposed parts, such as drawer bodies, bottom and small parts, the sheet steel shall be the same as that for the exposed parts with the exception that it may be single pickled and the stretcher leveling may be omitted. The sheet steel shall be capable of being formed into the required shapes without fracture or near fracture, and sheets shall not show crystallization at the outer radius of the bend. All gauges specified are United States Standard. The exposed surfaces shall be level and of suitable density and finish so as to hold the final finishing coats.
7. All metal surfaces shall be thoroughly cleaned and free from dirt, oil, grease and moisture before applying the finish. All exposed surfaces, including the interior of drawers, shall be given a priming coat and a filler coat where necessary. The color coats for same to be properly baked and shall not crack or spall under service conditions. The final coat shall be a dull egg-shell or satin finish and the colors shall be as selected by the architect. All unexposed surfaces or component parts shall be carefully finished to harmonize with the outside color. All small bolts, nuts, screws, small levers, rods, guides or similar parts shall be made of brass or galvanized steel. The bidder shall furnish with his bid, a complete description of the method or methods he proposes to use in

applying rust resisting coating and enamel, so as to prevent it from flaking or chipping off.

8. Hardware, such as pulls, label holders, rod heads, thumb latches, etc. are to be of solid bronze with oil rubbed finish. Forgings or turnings from bar stock will be permitted, but stamped hardware will not be allowed. The bronze shall consist of approximately 88% copper, 10% tin and 2% zinc. Combined label holders and pulls shall be attached to drawer fronts by not less than three (3) machine screws. The machine screws shall pass through the rear of drawer fronts into the pulls, flat washers being used under the head of the screws. All other pulls and label holders shall be attached to the drawer fronts in the same manner by not less than two (2) machine screws with washers, or by nuts with lock washers. All screws and nuts shall be let in flush with the inside of the drawer front and are to be easily accessible for replacement.
9. (Omitted as not pertinent to cabinets)
10. (Omitted for same reason)
11. Item 2 is for a quantity of upright steel units, each with 6 vertical cap size files. Item 3 is for a quantity of upright steel units, each with 6 vertical letter size files...
12. Items 2 (and) 3 ... are to be of the dimensions indicated on the drawings. Each unit is to consist of a pair of end uprights, top, back and bottom plate, closed base with toe space (or without base to be attached to a continuous base, depending upon which type we decide upon) reinforcing frame members, dividing shelf partitions between every drawer, cross bracing between every two drawers, (the specifications seem vague to me here - M.N.) suspension supports, vertical cap size files, letter size files ~~XXXXXXX~~ ... complete with suspensions, compressors, hardware, thumb latches and all necessary parts. All vertical cap and letter size files to be arranged for future insertion of a filing arrangement to hold contents in a vertical position without the use of compressors.  
(Describe the base as decided upon)  
Consideration to be given to the construction of the file units to eliminate so far as possible the danger of a single unit tilting forward when loaded top drawer is extended.  
(I think this should specify that a description of the method proposed to be used to tie the files together and to the column uprights of the stacks should be furnished by the bidder. Or else the architect should supply specific directions. The word "consideration" is too vague- "we considered it and decided it impossible, or we will eliminate the tipping by changing the base" might give them an "out".)
13. The members forming the case construction of a unit will be spot welded or interlocked together. Back to interlock with end panels so that no joints occur on back, but with one joint at rear corners with ends.  
(For appearance and dustproofing)  
Units are to present a finished appearance used as a single free standing unit, also to be arranged for bolting one unit to another in a range of units. Units to have bottom plates with glider domes located near the four corners.  
(Domes desirable but might have to be omitted if continuous base is used).
14. The gauges of material to be used for case parts of units for Items 2 ... (and 3) are not to be less than #18 gauge for top and front frame cross rails, #16 gauge for front frame vertical members, #20 gauge for end panels, backs, bottom, base, dividing shelves and rear suspension supports.
15. Each vertical file drawer to consist of outside head, inside head, necessary reinforcements, body, back, with all parts

spot-welded together. Thickness of drawer head formation not less than 7/16 inch with top corners welded and buffed off smooth, bottom corners neatly closed and buffed off smooth. The gauge of drawer parts are not to be less than #20 gauge for outside head and body; #24 gauge for inside head and #18 gauge for back. Each vertical file drawer to be furnished with compressor, rod, suspension, hardware and thumb latch... ~~EXX~~ All vertical file ... drawers to be equipped with suitable stops to relieve the shock and deaden the noise of opening and closing the drawers, and to prevent drawers from dropping out when opened. The stops to be arranged that drawers may be readily removed and replaced. Drawers shall not be permitted to stop against the back of the case construction.

16. Drawer suspensions for all vertical files ... are to be fitted with side arm ball bearing rollers, progressive suspension type or ball bearing rollers, cradle type of progressive suspension. The steel used for the side arm slides, and for housing in which the slides operate, is not to be less than #16 gauge. The suspension intermediate or floating member shall not be less than #16 gauge and shall be made rust resistant by electro-galvanizing, cadmium or nickel plating, or other equally effective process. Drawer slides to be not less than #14 gauge. The material to be cold rolled steel having a Rockwell hardness of not less than 55 or more than 65 on the "B" scale. The slides to travel easily and smoothly with the drawer when filled and fully opened, without sagging. Suspensions to be arranged so the back of the drawer is not less than 1/4 inch in front of the case construction when the drawer is fully extended. The main bearing rollers to have not less than 1/4 inch bearing surface and are to be not less than 7/8 inch in diameter. The bearings shall be accurately lathe-turned from drawn screw stock and shall be case hardened to insure maximum wear. No stamped or formed rollers will be permitted. Traveling rollers or fixed rollers of the ball bearing type to be used wherever practicable. The method of assembling the rollers and the roller housing or retainer, to the slide arm, to be by means of solid or tubular rivets or welding. Drawers to be provided with a latch and suitable mechanism to prevent the drawer from opening until released.
17. Compressors for vertical letter (and) cap files... to be automatic, full range, side locking type compressors...
- 18-19 (Omitted as not pertinent to the cabinets)
20. The construction of all units designated as Units 2 (and) 3... is to be strong and substantial to serve the purposes intended and to permit moving from one location to another.
21. (Omitted as not pertinent)
22. The Architect or his authorized representative will make a service test of Item 2... sample units, which are to be submitted by each bidder with his bid for Items ... (2 and 3). The purpose of the tests is to determine the make of files to best serve the purpose in the Architect's opinion. Owner reserves the right to make the same test on one or more of the file units picked at random from those delivered to the building by the successful contractor. The following is an outline of the tests to be made of the sample units:

The cap size vertical unit to be tested will be bolted to a level plate. The drawer to be tested to be loaded with 65 lbs. of typical filing material, equally distributed from front to rear. The suspension shall have no additional lubrication to that applied when originally installed. A reciprocating motor driven device will be connected to the handle on the drawer that is to be tested. The stroke of the machine to be adjusted to make the contact with the stops in either direction. The motor is to be connected to a speed reducer which will operate the device at a speed not to exceed ten (10) cycles per minute. The machine is to operate to produce a straight out and in stroke without other unnatural strains. A mechanical counter is to be

attached and the motor started. At the end of every 10,000 cycles, suspension is to be wiped clean but no subsequent lubrication. At the end of 50,000 cycles, test is to be made to determine the amount of energy required to start the loaded drawer moving forward and to move it to complete extension. Service test will be resumed and carried on until completion of 100,000 cycles. A representative of the manufacturer of example will be permitted to inspect and approve the test set up before, during and at completion... ~~THROUGHT OF HAMPDEN~~

23. On completion of the installation, this contractor is to thoroughly clean the equipment and leave same in good condition and to the satisfaction of the Architect.

(The stroke at the end of 50,000 cycles should not exceed 3 lb. to start and 3 3/4 lb. to complete forward stroke. )

(Some manufacturers have ridiculed this test as taking too long. but considering the amount of money involved I think we should take every precaution. I hope this test will scare out a few of the marginal bidders. Financial responsibility is not a criterion because there are perfectly responsible large manufacturers who cannot build this quality of cabinets).

\*\* (Somewhere in this specification should be included a provision that these cabinets should bear the A Label of the American Steel Furniture Institute. This label was established after these specifications were drawn up.)

# ARCHIVES BUILDING

## QUANTITY SURVEY

### Present Equipment: Steel

4 Drawer Legal Size Cabinets	152	
5 " " " "	10	
Steel Transfer Drawers (single units - obsolete)		375
Legal Size		375
Correspondence Size		843
Roller Shelves		
4 sections 14 shelves high in 1 unit		
<b>IX</b>		
7 Double Drawer Cabinets for 8 X 5 cards		7
8 Double Drawer Cabinets for 3 X 5 cards		2

The bulk of the records at present on file are kept in pasteboard boxes on shelves or in transfer drawers furnished by departments of origin. The transfer drawers should be discarded. Many of the 4 drawer cabinets and all of the IX 5 drawer cabinets are worn out and should be used only for temporary storage. The good locked cabinets will be used in the Special Archives Vaults for the Enrolled Laws.

ARCHIVES BUILDING  
Equipment: Steel

Quantities:

Lockers:

6 janitors  
4 watchmen  
4 elevator operators

12 clerks

Hooks and rods for temporary staff members

Tables for stacks: 17 tables and 17 steel chairs to match

35 Vault Tables

30 Vault Steps

Vault Lockers as per drawings.

To accomodate 16 legal size drawers and with cupboards above

ARCHIVES BUILDING  
EQUIPMENT.  
Shelving

Shelving now under contract. The following specifies changes in arrangement necessitated by changes in ventilating ducts.

Level	Old			New		
	Range Ends	Double Sections	Single Sections	Range Ends	Double Sections	Single Sections
I	No changes					
II	No changes					
III	No changes					
IV	3	9	21	3	9	20
V	4	10	20	3	9	18
VI	4	10	20	3	9	18
VII	4	10	20	3	9	18
VIII	4	10	20	3	9	18
IX	4	10	20	4	9	18
X	4	10	20	4	9	18
XI	9	30	60	10	18	36
XII	11	32	62	9	27	54
West 8				4	18	39
North 1				1	3	8
Total	47	131 + 5	263	47	126	265 - 2

ARCHIVES BUILDING  
EQUIPMENT

Quantity Schedule: Steel

Store Room #	Legal Cabinets	Correspondence Cabinets	Roller Shelf Units	Map Cases
1	196			
2	196			
3	196			
4	196			
5	196			
6	196			
7	180	98		
8	272			
9	272			
10		238		
11		238		
12		238		
13		238		
14		238		
15				84
16	Unfurnished -----			
17	Unfurnished -----			
Total	1880	1190		84

Denotes  
quantities  
but not  
exact place-  
ment.  
Proportions  
Legal to  
Correspondence  
Store Rooms  
5 to 3  
Archives  
Vaults  
5 to 2

Archives  
Level #

1	Unfurnished -----			
2		194	5	
3	188		18	
4	186		8	
5	190		6	
6	198		6	
7	196		6	
8	196		6	
9	148	62	8	
10	6	219	6	
11	156		6	
12	120		8	
Total				
Archives	1596	475	83	
Dept.	1380	1190		84
	3478	1665	83	84



ILLINOIS STATE LIBRARY

REPORT ON GLOBE WERNICKE FILES

In accordance with instructions from Miss Helene H. Rogers, Assistant State Librarian, I have examined the legal size steel cabinets delivered to the Archives Building by the Globe Wernicke Company on December 16, 1940, and submit the following report:

The gauge of steel, engineering features making for rigidity and structural strength and the efficiency of drawer slides as evidenced by the test required in the specifications should be determined by the architect.

So far as I can see, the framework seems to be as well designed and constructed as in the Art Metal cabinets which made up the original installation and which have proved satisfactory in use. I regret the dust-catching seam in the middle of the dust shelf between drawers, but am told by the Globe Wernicke engineers that this is a feature designed to strengthen the frame work. Bolts, handles, label holders, rods and other metal parts appear to meet the specifications so far as the eye can see. I have no means of judging the quality of the steel. Measurements conform to specifications.

The paint is a fair match. Probably the slight difference in tone would be noticeable if an old and a new cabinet were placed side by side, but the average man could probably detect no difference. The outside paint finish seems very good, though there is considerable chipping where the drawer head hits the case openings. There are some small bare spots inside the drawers, due doubtless to insufficient removal of oily film on the steel. These can be retouched and are probably no greater in number than would be found in any cabinet. The architect should insist, however, that all such places are caught.

The slides appear to be good, though there are only four ball-bearing rollers on each slide as against five on the Art Metal cabinets - i.e., two less rollers per drawer. Whether or not the number of rollers and quality of slides is sufficient should show up in the tests.

The cabinets do not correspond with section 2017, page 203, Specification 38, which requires that "The suspension shall be designed to permit the drawer when fully extended to clear the front of the case by not less than  $\frac{1}{4}$ " to insure complete access to contents of file when same is fully loaded". This specification is not met by these cabinets. The drawers do not clear the opening by one inch. The purpose of this clause is to insure a very strong slide and the failure to meet this requirement may indicate a lack of faith in the ability of the slide to perform satisfactorily. Failure to conform to this specification was one of the ways in which the coat was reduced. At the time the specifications were

being written the question of omitting this requirement was discussed with the architect. The recommendation was made and accepted that this requirement be retained in the specifications.

Section 2014, page 202, requires that "Thickness of drawer head formation to be not less than 7/16" with the top corners welded and buffed off smooth, bottom corners neatly closed and buffed off smooth". The corners of the ends of the drawer head are turned back but not welded or buffed off smooth. There is a sharp corner to the flap about 1" x 4" on which one could not help snagging hands and sleeves. Not only is this a menace to the user, but apparently a piece of poor engineering design, crude and cheap in appearance. Practically every drawer in the cabinets is slightly distorted so that the drawer head does not fit smoothly into the cabinet - one corner will be up, one down, one sticking out, or one dented in. All drawers second from the top are bowed out. The handles of these drawers were used for pulling the cabinets around on dollies. If these drawer heads pull out of shape so easily it indicates either a defective design of the drawer head or the use of inferior steel or both. On this point alone I would be forced to refuse approval of the cabinets. I recommend that the architect require submission and approval of drawings indicating how the company proposes to correct this defect.

The compressor or follower blocks are crude in design. They consist of a piece of formed steel with attached steel slides terminating in prongs which catch in holes in the framework of the drawer spaced one inch apart. They are operated by lifting the prong out of the hole and pulling the block over to the next hole. The slightest bending of any part makes the slide stick. The point along the edge of the frame having the holes will soon rub off, permitting rust formation. The compressor blocks are upright instead of sloping backwards about an inch. The chief objection to this device is that the block can only be adjusted to one inch spacing, which somewhat defeats the purpose of a compressor block, which, as its name indicates, is meant to compress papers to prevent curling. It is likely that the slant of the block can be accomplished by a slight change in the angle of the slide of the block.

Respectfully submitted,

Margaret C. Norton

Archivist.

December 17, 1940

HISTORICAL RECORDS SURVEY, 1940; 1942

Nov. 1940

SUGGESTIONS FOR THE PREPARATION OF STATE ARCHIVES INVENTORIES OF ILLINOIS

The research procedures for the legal and records staffs of the Illinois Historical Records Survey are now definitely defined.

The history of administrative agencies is covered through the three constitutional periods from their inception to the present noting particularly their structure, functions and procedures as revealed by their records.

The State Archivist and the Historical Records Survey can work together. The law digest of Miss Margaret Norton will assist the legal researcher, and the results of such research will aid in the identification and classification of series of archival material. For the past three years the Springfield office of the Survey has worked in close cooperation with the Division of State Archives.

A classification of state departments arranged on functional relationships are herewith listed:

- I. General Governmental Agencies
  1. Governor
    - a. Illinois Commission on Inter Governmental Cooperation
    - b. Lieutenant Governor
  2. Legislature
    - a. Legislature Reference Bureau
    - b. Uniform Laws Commission
    - c. Municipal Code Commission
    - d. Illinois Legislative Council
  3. Secretary of State
- II. Fiscal Agencies
  - ✓1. Department of Finance
  2. State Treasurer
  3. Auditor public Accounts
  4. State Tax Commission
  5. Illinois Budgetary Commission
- III. Courts and Law Enforcement Agencies
  1. Supreme Court
  2. State Board of Law Examiners
  3. Committee on Character and Fitness
  4. Appellate Courts
  5. Court of Claims
  6. Attorney General
- IV. Regulatory Agencies
  1. Department Insurance
  2. Civil Service Commission
  3. Illinois Commerce Commission

4. State Housing Board
5. Illinois Aeronautics Commission
6. Department Mines and Minerals
7. Illinois State Planning Commission
8. Illinois Liquor Control Commission
9. State Fire Marshal's Office
10. State Athletic Commission
11. Illinois Racing Commission

V. Agricultural and Conservational Agencies

1. Department of Agriculture
2. Department of Conservation
3. Illinois Farmers' Institute

VI. Social Service Agencies

1. Department Labor
2. Department Public Welfare
3. Department Public Health
4. Illinois Emergency Relief Commission
5. Commission Physically Handicapped Children
6. Child Welfare Commission
7. Commission on Living Conditions of Urban Colored Population of Illinois. Afro-Norican Emancipation Exposition Commission

VII. Educational Institutions

1. Department Public Instruction
2. Trustees University of Illinois
3. Department Registration and Education
4. State Library Commission and Archives Division
5. Board of Vocational Education
6. Illinois State Historical Library

VIII. Miscellaneous Agencies

1. Adjutant General
2. Illinois National Guard and Naval Militia
3. Armory Board
4. Illinois Development Commission
5. Public Works and Buildings

The functional grouping of State offices had their preparation by closely observing the Civil Administrative Code,--Departments adopted by Illinois in 1917 as ours was the first state to adopt such a code and seventeen other states have since adopted such a plan. The factual investigation will come under the six major heads; (1) the periodic reports and other publications of the agency are search and pertinent references abstracted; (2) bibliographies are studied to discover secondary treatments of the department or of the functions which it executes; (3) if the agency is a department governed by a board, the minutes of such board are examined for ordinances or other acts, which are abstracted as are the session laws of the legislature; (4) the field workers in surveying the archives of the agency, are instructed to note organizational charts, regulations of the agency, keys to the files, and other data. Mineographed copies of such material are provided wherever possible for the use of the editors; (5) interviews with officials of each agency in order to obtain an explanation of the internal organization procedures, and record system as they are at present, or have existed in the recent past; (6) the records of every

department, bureau and division are scrutinized for record requirements.

In addition the historical background of the state or agency of government is closely observed for noting in detail the organization and functions of the government agencies. Territorial organization which was governed by Federal control shaped the structure and influenced the operation of our early state agencies. The great increase in size and complexity in the activities of the state departments has created a tendency to define their structure and functions in broad terms in the statutes, leaving to administration discretion the determination of detail as to internal organization, particular activities and procedures. The primary legal sources namely, the Constitutions, and session laws are carefully abstracted to obtain the structural and functional evolution of state government. In conjunction with these sources the official codes and annotated statutes are consulted for their usefulness in developing the functional, structural and record requirements of the major state offices. The state Historical Records Survey office in Chicago has acquired recently two new Smith-Hurd Illinois Revised Statutes State Bar Associations edition of 1939, these with our other state codes and nearly all the session laws form a substantial nucleus for legal research.

These are supplemented by having the workers procure additional information in the various law libraries of Chicago. The statutes at Large and the United States Supreme Court Reports, Gallagher's Illinois Digest and Illinois Digest to Date Covering Illinois Supreme and Appellate Courts are consulted for official interpretation of administrative history. Secondary sources such as the "Outline for the Study of Illinois State History," compiled by Mrs. Jessie P. Weber and Georgie L. Osborne; "The Story of Illinois" by T. C. Pease; General works as "American Government and Politics" by C. A. Beard, "Government in Illinois" by Walter F. and Sue H. Dodd, together with the collection of historical and governmental sources obtained in the State Historical and other University libraries furnish the worker with sufficient background to aid him in the preparation of the State essays.

As the structure and activities of the state agencies become more complex the need becomes greater of consulting non-legal sources to supply the details of administrative history. The significance of many record series is not apparent to one unfamiliar with the customary internal procedures of the office in which it originated. For this reason, interviews are arranged for the worker with the various departmental heads and first hand information is obtainable in formulating the administrative regulations, orders and instructions, under which the agency operates. Other sources are the records such as, the annual and biennial reports of the departments or offices concerned.

An outline for State office essays is as follows:

OUTLINE OF STATE OFFICE ESSAYSI. Introduction (origin)

(Short statement.)

II. Structural Organization

(Three methods of approach:

1. From admission of state to present time.
2. From present back to beginning.
3. The present time, back to beginning and tracing forward to present time.)

- A. Composition
- B. Qualifications
- C. Manner of selection
- D. Oath
- E. Bond
- F. Term
- G. Salary
- H. Manner of removal
- I. Manner of filling vacancy
- J. Discussion of Evolution of internal organization of the dept.; know actual procedures of office as upon these depend form and content of records kept.

III. Functions (Duties and Powers)

(Where duty or power consists in keeping a definite, authorized record, endeavor to mention here only the actual resultant duty or power. If impossible to separate the duty from the record itself, then, and then only, name the record keeping as the actual function; but in section on "Record Requirements," repeat name of record only where it has developed in kind and number and needs elaboration. Treat each function separately in order of importance - but only important ones. Use same methods of approach as in I, supra.)

IV. Record Requirements

(Name records in same order as corresponding functions have arisen in III, supra. If record has already been mentioned in III as inseparable from duty or power involved and record has not materially developed in number, character or involvement to present time, then do not repeat the record here. But any additional records disclosed by field reports, whether definitely authorized or not, must be added in this section.)

The method followed in the state office for preparation of writing the state essays is to abstract the session laws as to the structure, functions and record keeping of each department singularly. These are then typed and returned to the worker, so he may supplement or change his final writing of the essay.

After the inventory is taken for a particular department the 13 HR forms are checked against the records to correct any faulty descriptions and supply any missing items. Next the forms are classified in logical sequence in order to impart as much harmony and unity in the techniques of record keeping as possible. The next procedure is to submit these forms to the field editor, who in turn examines them according to the standards set up for the completion of the inventory. The final editing and publication is provided for at the state office in Chicago.

The final analyses of the essays are obtained by the examination of indexing and other controls over legal material which tend to accelerate the work, for a particular department as they reflect in summary form the changes and various developments of the several departments.

Other special research undertaking may be dictated by the nature and history of the agency. For example, a former relatively important office may be discontinued due to changing internal functional organization. More involved research technique may be required at times; to reconstruct the provisions or emergencies of various Acts of the Legislature. Here, in Illinois due to the huge expansion of agricultural, industrial and commercial activities of the various state departments, various bureaus, boards, and commissions are established to carry on the work of the different agencies.

The results of this research will provide a mass of data to be used by supervisors and editors in the direction and checking of the actual inventory of the archives of each department, and from it an essay to accompany the inventory is prepared. The objective of the essay is to comprehend the administrative history of the agency, covering as it does, the evolution of the offices structure, internal organization and functions and of the procedure which execute them, with special attention to the records system. To date, the Supreme Court and the fiscal agencies consisting of the Department of Finance, State Auditor of Public Accounts, State Treasurer, State Tax Commission have the legal essays completed. These may in turn, be modified in accordance with the procedures of each agency as revealed in the inventory of its records.

Within the next six months it is hoped to complete the legal essays of the Agricultural and Conservational Agencies. Records have been taken for most of the fiscal, judicial, and educational agencies of the state. In addition, the departments of health, labor and public welfare have been inventoried insofar as they have records in Springfield over a period of the last two years. It is expected within the next six months to take the physical inventory of the regulatory agencies together with the completion of the records of the Secretary of State and boards and commissions of the Social Service group. The field editing of the agencies whose records have been taken will be completed by the expiration of this time.

In conclusion, herewith attached is a tentative list of Illinois State Offices.



A classification of state offices arranged as to elective and appointive offices, with a separate category for the judiciary is as follows:

I. The State elective offices are:

1. Governor
2. Lieutenant Governor
3. Secretary of State
4. Auditor of Public Accounts
5. State Treasurer
6. Supt. of Public Instruction
7. Trustees of the University of Illinois
8. Attorney General
9. Members of General Assembly

II. Under the Illinois Civil Administrative Code the following departments, whose heads are appointed, were created:

1. The Dept. of Finance
2. The Dept. of Agriculture
3. The Dept. of Labor
4. The Dept. of Mines and Minerals
5. The Dept. of Public Works and Buildings
6. The Dept. of Public Welfare
7. The Dept. of Public Health
8. The Dept. of Registration and Education
9. The Dept. of Conservation
10. The Dept. of Insurance

III. Judicial Offices Are:

1. Judges of the Supreme Court
2. Clerks of the Supreme Court
3. Judges of the Appellate Courts
4. Court of Claims (appointive)

ILLINOIS STATE LIBRARY

Archives Department

December 19, 1940

Comments on "Suggestions for the preparation of State Archives Inventories of Illinois."

Mr. Bour has handed me a copy of "Suggestions for the Preparation of State Archives Inventories of Illinois," given him by the Chicago editorial office of HRS. We have discussed these questions in considerable detail on which he will undoubtedly report to Mr. Hall. The following suggestions and criticisms are made in a spirit of cooperation with the hope that the Illinois Archives Inventories will be taken as models by other states.

For reasons explained in a memorandum of my conversation with Mr. Lacey last month, and sent to Mr. Hall, it is desirable to delay publication of the inventories until after the reorganization of files which will result from imminent transfer of records from most state officers to departmental and archives vaults. This transfer, which may take two or three months, will require a rechecking of locations. Judging from past experience, such transfers may also result in considerable reorganization of files - weeding out of worthless papers and consolidation of files. This may mean that the integrity of present series will be disturbed so that the old inventory may be almost meaningless after this moving process.

However, we are anxious to have the editorial work proceed as rapidly as possible. I have suggested that the editors prepare the preliminary editorial copy on bound volumes only for the present. Departments like the Auditor and Treasurer have a very large proportion of bound volumes, which will be affected for inventory purposes only as to location, which can be quickly checked later. By the time this work has been completed for the bound volumes we hope the unbound records will be ready for a check back.

The preliminary historical sketch for the State Treasurer's office has been handed me, but I have not had time to check it yet. I would suggest that since the origin of our early State departments goes back to the Old Northwest Territory, Indiana and Illinois Territories, that our historical essays also go back that far. Fortunately, the archivist has full notes on this period which are being copied for the use of the HRS office.

The classification scheme suggested by the Chicago office is better in theory than in practice, because, unfortunately, governmental functions in Illinois do not divide themselves so neatly. For instance, the Registration and Education Department has functions about equally divided between Educational Institutions and Conservational Agencies - it includes such departments as the Water Survey, Natural History Survey and State Museum. The Attorney General not only acts as attorney representing the State in courts, but collects the inheritance tax and in the

prohibition era enforced the liquor acts.

I think it would cause far fewer complication if we used the State Library classification system which is based upon the actual governmental structure of Illinois. Appended is a rough outline.

In discussing the breakdown into volumes, Mr. Bour and I figure it will take from 12 to 15 volumes for the state inventory, running something like this:

Vol. 1. Legislative Branch

Vol. 2. Judicial Branch

It may prove desirable to issue inventories of the Supreme and Appellate Courts separately.

Vol. 3. Code departments Agriculture and Conservation.

These two departments have similarity of purpose making it suitable to issue them together.

Vol. 4. Code departments Insurance and Finance.

Vol. 5. Code departments Labor and Mines and Minerals.

These two are close in scope, both being largely concerned with labor interests.

Vol. 6. Code departments Public Health and Public Welfare.

Closely allied in social work. Public Welfare may require a volume of its own, depending upon the amount of material sent in from the various institutions.

Vol. 7. Code departments Public Works and Buildings and Registration and Education.

Vol. 8. Independent agencies.

May include those listed under the governor and those listed at the end of the classification. For the most part these agencies are small with short histories and relatively few records. This may require two volumes.

Vol. 9-12. Other elective State Officers.

For each department I suggest a genealogical chart, similar to the one for the Mines and Minerals Department enclosed. These can be furnished by the Archivist. It may be desirable to add to this a list of present day administrative divisions with dotted lines from the pre-code departments to present divisions charged with the custody of the records of older departments. Details of this can be worked out as you go along. I would suggest that the organization of the State as of January 1, 1941, be taken as the basis for classification.

By having a genealogical chart showing the history of departmental organization, as distinct from the history of departmental functions with which the historical essays will largely deal, I think it will be possible to present a clearer less complicated picture.

Since one member of the Chicago staff, Miss Carter (7) has already done considerable work collecting data for the history of State departments, I suggest that she be continued on that work. Mr. Bour suggests that Miss Carter do the elective state officers, legislature and courts, and that he do the Code departments. A series of articles by the archivist on the "Illinois General Assembly and Its Records" which appeared in Illinois Libraries last spring may be helpful.

Sample Forms. The compilation of inventories would be helped if the workers were instructed to collect sample forms and office manuals and rules and regulations from each state office. The State Library would very much like to have those forms deposited with it for each State office.

The work procedure outlined in the "Suggestions" seems reasonable and I have no further suggestions on that point for this time.

### Bibliography

To you bibliography on helpful books permit me to add the following:

Secretary of State, Illinois Blue Books. Especially 1899--. These volumes give excellent summaries of departmental organization, personnel, etc. 1931/32 is the last volume which lists all members of the General Assembly from 1818--. All recent volumes contain roster of state and judicial officers. I have found these volumes helpful in piecing out information not contained in session laws. For instance, the terms of the agreement by which the University of Illinois and the Department of Public Welfare operate the Chicago Research Hospitals I was able to find nowhere else but in the Blue Book.

Smith - Hurd Annotated Statutes. Published 1935 with biennial supplements. Not the same as the Revised Statutes. For every section of the Statutes there are citations to and quotations from all important court decisions affecting each section. The Historical notes are also helpful.

The Constitutional Convention Bulletins prepared by the Legislative Reference Library for the use of the Constitutional Convention Bulletin are good on the historical angle.

For present day organization of departments consult  
the appropriation bills in the last session laws.

Archivist.

# ILLINOIS STATE LIBRARY

## Classification for State Archives

### I. Legislative branch

#### A. General Assembly

##### 1. Special commissions

Classified with the General Assembly which created each

#### B. Legislative Reference Bureau

#### C. Legislative Council

#### D. Illinois Budgetary Commission

#### E. Uniform Laws Commission

### II. Judicial branch

#### A. Supreme Court (including Clerk of Supreme Court)

##### 1. State Board of Law Examiners

##### 2. Committee on Character and Fitness

#### B. Appellate Courts (including Clerks of Appellate Courts)

### III. Executive branch

#### A. Elective state officers

##### 1. Governor

##### a. Code departments

##### 1) Department of Agriculture

##### a) Administrative divisions

##### (1) General office

##### (2) Agricultural statistics

##### (3) Animal husbandry

##### (4) Apiary inspection

##### (5) Chicago grain inspection

##### (6) East St. Louis grain inspection

##### (7) Dairy husbandry

##### (8) Foods and dairies

##### (9) Markets

##### (10) Plant industry

##### (11) Poultry husbandry

##### (12) Seed inspection

##### (13) Standards

##### (14) State fair

##### b) Advisory boards

- 2) Department of Conservation
  - a) Administrative divisions
  - b) Advisory boards
- 3) Department of Finance
  - a) Administrative divisions
  - b) Tax commission
- 4) Department of Insurance
  - a) Administrative divisions, as,  
Division of Fire Prevention (State  
Fire Marshall)
- 5) Department of Labor
  - a) Administrative divisions
  - b) Industrial commission
- 6) Department of mines and Minerals
  - a) Administrative divisions
  - b) Boards
    - (1) Mining Board
    - (2) Miners' Examining Board
- 7) Department of Public Health
  - a) Administrative Divisions
  - b) Board of Public Health Advisors
- 8) Department of Public Welfare
  - a) Administrative divisions
  - b) Institutions
  - c) Advisory boards
- 9) Department of Public Works and Buildings
  - a) Administrative Divisions
  - b) Boards, as
    - (1) State Housing Board
- 10) Department of Registration and Education
  - a) Division of Registration
    - (1) Advisory board for each profession
  - b) Normal schools
    - (1) Normal school board
    - (2) Institutions
  - c) Natural resources and conservation
    - (1) Board of Natural Resources and Conservation
    - (2) Natural History Survey
    - (3) Water Survey
    - (4) State Museum

- b. Independent agencies (permanent)
- 1) Aeronautic Commission

- 2) Civil Service Commission
- 3) Illinois Commerce Commission
- 4) Illinois Farmers' Institute
- 5) Illinois Liquor Control Commission
- 6) Illinois Racing Commission
- 7) Illinois State Historical Library
- 8) State Athletic Commission

c. Independent agencies (temporary), as  
State Planning Commission

2. Lieutenant Governor

Not an office of record. Records made while Acting Governor are a part of the Governor's archive; as President of the Senate, are a part of the General Assembly archive.

3. Attorney General

The Attorney General has administrative as well as court duties; e.g., he administers the inheritance tax law; has charge of prohibition enforcement; etc.

4. Auditor of Public Accounts

a. Administrative divisions

5. Secretary of State

- a. Administrative divisions
- b. State library
- c. Clerk of Court of Claims

6. Superintendent of Public Instruction

- a. Administrative divisions
- b. In charge of records of
  - 1) Illinois State Teachers' Examining Board
  - 2) Teachers' Pension and Retirement System
  - 3) Board for Vocational Rehabilitation

7. State Treasurer

a. Administrative Divisions

B. Independent agencies

1. University of Illinois

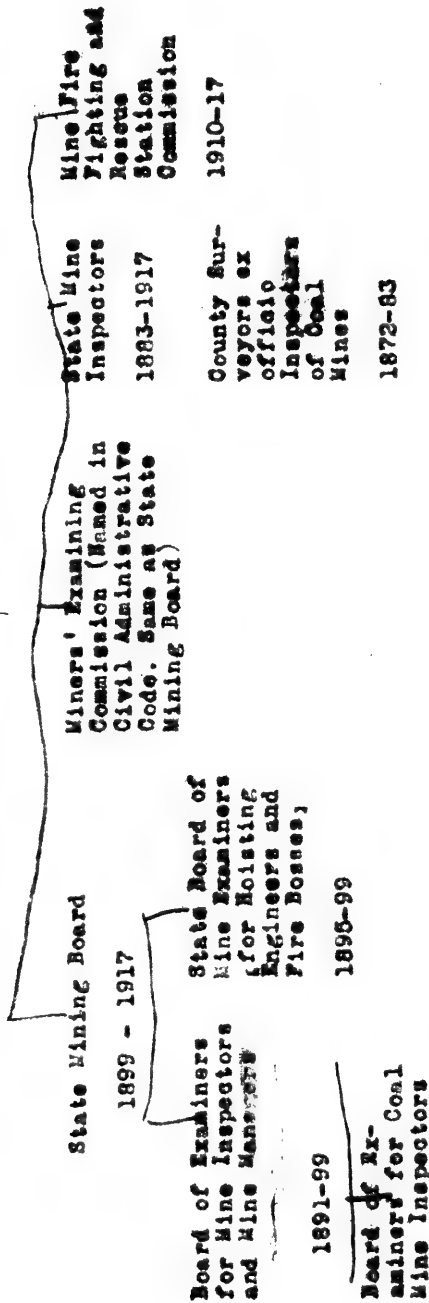
- a. Board of trustees

2. Illinois National Guard and Naval Militia  
(Adjutant General)

(3. Here could be classified some of the "Independent Agencies" listed under the Governor, but since most of them are appointed by the Governor it seems simpler to classify all under the Governor.)



# MINES AND MINERALS DEPARTMENT



COMMENTS UPON DAN LACEY'S "MEMORANDUM  
ON PROJECTS FOR THE DEVELOPMENT OF  
CULTURAL RESOURCES AS A PART OF  
A POST-WAR STABILIZATION PROGRAM"

By Margaret C. Norton, Archivist  
Illinois State Library

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Archivists, librarians and research directors are being asked to aid in planning for post-war projects to cushion the transition from a war to a peace economy. Our seven years' experimentation with mass production methods in research by white collar WPA labor should put us in a better position to carry through future projects with greater efficiency. We should by this time know what work white collar relief work can do effectively, and we should be able to plan techniques to be used.

The Society of American Archivists at its recent annual meeting was asked to and did pass a resolution endorsing the work of the Historical Records Survey and recommending that its program be resumed and completed. The resolution was doubtless couched in its very vague terms so as not to embarrass those in charge of planning the program by putting unnecessary limits upon their work. Some of us members, though personally sympathetic towards most objectives of the HRS, felt impelled to vote against the resolution because of the sweeping character of the endorsement. We did not feel that we had a right to commit the institutions which we represent, to a program which might merely proceed from where it left off, leaving within it all the mistakes and inefficiencies of the old WPA program. We feel that the whole program should be restudied and discussed with complete candor.

In planning future programs for archival work, and it is with that phase alone of Mr. Lacey's memorandum that these comments are concerned, there are three facets to be considered.

First, what work would historians, social scientists and others interested in research involving government records like to see undertaken? It is largely from that point of view that Mr. Lacey's Memorandum was written.

Second, what work is needed in archival agencies and record keeping offices to improve their service, not only to research workers, but also to the public in general?

Third, what records work, based upon our experience with HRS, can be done through unskilled clerical labor?

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We at the Illinois State Library are primarily interested in the second question. In evaluating propositions for our participation as sponsors or otherwise, we shall consider them from the point of view of how much they will promote our program for better record care in the State. We are giving serious study to the question as to what remains to be done. We are studying the records already in the Archives Department in detail, systematically going through our vaults and listing series which need refilling; repair, bind or re-binding; those which contain individual documents or groups of documents which should be analyzed in the catalog; those which should be indexed or reindexed; and those which merit editing for publication. In each case we are noting the level on which the work should be done- professional, archives trained clerical, or inexperienced clerical. This information is for our own confidential administrative use.

County and State officials are being interviewed as to what needs to be done to reach the goal which we have set for Illinois, "Neither the State, the county, nor the citizen should suffer loss because needed governmental records cannot be produced". Without exception, all these officials demand relief from the burden of excess records. A striking difference between the factors involved in the record reduction program for State departments and county officials quickly became manifest.

Laws governing the operation of State departments chiefly define and grant the powers to carry out administrative functions, but are generally vague or silent as to the specific records which result from that administration. Excess bulk in State records results to a large extent from duplications of records, inefficient and wasteful forms, and a failure to distinguish between memoranda kept for convenience and records of legal significance. The problem of reduction of State records involves elimination of useless records, judicious applications of microphotography and efficiency studies of records recommended for future creation.

The laws governing the county officials on the other hand are generally specific not only as to the duties to be performed but also as to the records he must keep and the contents of such records. The county official has little legal discretion as to what records he shall keep and what form they shall take. We have been asking for suggestions as to which of his records each thinks could be destroyed. So far the quantity of records which most agree should be destroyed is negligible. Apparently most of the records required to be kept in the counties are really of legal importance. A study of the records laws seems to confirm that belief. A surprising proportion of the work of county officials has to do with business and personal matters which do not become legal until certain records are filed with appropriate county officials. Examples are: registration of

voters; recording of deeds before title actually passes; certificates of marriage; assessments for cities, towns and subordinate districts which can be entered on the tax books only after filing district maps and tax ordinances; corporations which must be registered in the county of the home office before doing business; physicians whose State license must be registered before they can practice; etc. The solution of the problem of destruction of county records may first require a special commission to study the entire set-up of county government and to recommend what county records are socially desirable.

The principal weaknesses of county record administration in Illinois, as elsewhere, are that county officials do not always make the records prescribed by law; they frequently destroy records without legal authorization or justification; and that nothing happens to them when they do violate the laws requiring them to make and preserve records. The reason that these record laws are disobeyed with impunity, despite the heavy penalties threatened by law, is that enforcement is left to fellow county officials who are ignorant, indifferent or politically tied.

These preliminary studies with problems connected with the reduction of State and county records do not at present point to work project assistance in their solution. They do, however, have a bearing upon recommendations as to what form future inventory work by HRS or its successor could most profitably take. The Illinois HRS completed editorial work for Part B (inventories as distinguished from historical introductions) for three State departments; none of these is ready for publication without further editing. Several years ago they provided the departments and the Archives Department of the Illinois State Library with short form inventories for all State departments. These inventories give the location, brief titles of each series, its size and quantity and the inclusive dates. These inventories have proved adequate for archival purposes. Since no two State departments keep the same kind of records, publication of inventories for individual departments is proper. However, instead of individual volumes for each State department, we recommend publication of all the inventories in one or two volumes. Detailed descriptions of the series are necessary only in the rare cases where the short form title is not self explanatory. A brief summary of the history and duties of each department, limited to one or two pages for each, will be sufficient. Frankly, we can see no justification for the elaborate volumes originally planned. The research required for the detailed histories of departments is beyond the capacity of workers on the WPA level. We would, however, like to see such studies made as graduate theses in universities.

Neither do we believe that the publication of detailed inventories for each county should be resumed, not because the quality of the volumes produced was not high enough, but because we believe the inventories would be more useful in another form. We find that the officials of the thirty odd Illinois counties for which such volumes have been pub-

lished are not using the inventories because they are not suitable for use as current check-lists. The officials of the two-thirds of Illinois counties for which no volumes have been published as yet are vociferously disgruntled over having nothing to show for six years' tolerance of WPA workers in their offices.

If HRS or its successor resumes the work of completing county inventories the product would be more usable in the following form: All Illinois counties (except in part, Cook County) are governed by the same laws. Therefore, it is unnecessary to repeat all the descriptive details for each series in each of 102 volumes. Instead, for each county office, there should be a master checklist of records required to be kept, with inclusive dates, citations to and possibly quotations to the statutes, a brief description of the records and their contents. For each county official, for his own use, compile a card checklist of his records, showing for what years he does or does not have them, and where and in what quantity they are located in the court house. This could be enlarged to a cross-indexed shelf list of holdings if he desired. Published inventories, if any, should consist of this annotated master list and short entry inventories similar to those published for North Carolina. The same remarks apply also to inventories of municipal inventories.

The chief use made of the present county inventories seems to be of the county histories which form the first part of the volumes. Writing of county histories is one thing, and record administration is something else. Personally, the writer of these comments does not believe WPA workers make good historians. If county histories are to be written by such persons, that should be a program separate from the making of inventories.

To discuss the problem of what experience has taught us can and cannot be done with white collar relief projects is to tread upon dangerous ground, opening one to charges of being a Tory ignorant about and unsympathetic towards persons more unfortunate than oneself. No archivist ever yet worked himself out of a job, and with so much to be done there is no reason why we should not be realistic about what records work can and what cannot be satisfactorily done by unskilled clerical workers on work relief projects.

There are two chief disadvantages of such work projects. First, there is the probably unavoidable friction between the politician who regards such projects as merely make-work projects, and the director and sponsor of the projects who are primarily interested in the project as a means to accomplishing a valuable piece of work. Second, it must be conceded that relatively high proportion of workers are likely to be social misfits whose individual traits must be taken into consideration in planning the work:

- (1) Persons who are unsuited temperamentally, physically or because of mental incapacity of fitting into white collar work in private industry. Such persons

should not be encouraged to try for such work.

- (2) The trouble-makers. Always a liability, they should never be sent out in field work because of the harm they can do to public support of the project.
- (3) Drunks, emotionally unstable and ne'er do wells. These persons should also be kept away from field work. Though they lack power of concentration, they can sometimes do good work under close supervision.
- (4) Persons who do not work well with other people. If these persons are not trouble-makers they can often do excellent field work.
- (5) The plodding type. Such persons often do routine work, such as indexing, very well, provided they have sufficient supervision.
- (6) Older workers, cripples and the physically unfit. Workers not yet old enough to receive old age assistance but are too old to expect normal reemployment in private industry, make both the best and the worst workers. Those who cannot cease thinking and talking in terms of the positions and salaries they had when in their prime are apt to require considerable prodding from their supervisors. Others may make a very decided contribution. For instance, to mention but two among many, the Illinois archives was particularly fortunate in finding a Belgian who translated all our French documents for us; and another older worker who made excellent short form calendars of our late Governors' correspondence.

One of the great weaknesses of the old HRS set-up, probably inevitable in such projects, was the inferiority of the direct supervision over the workers. Most of the district supervisors were politically appointed persons who knew no more about the technique of the work than the persons whose work they were directing. Some of these supervisors became interested and learned all they could about their job. Two district supervisors later joined the State archives staff. Even the best of these supervisors was unable to spend enough time with the people under him. What real job training can a supervisor give a worker whom he visits only casually once in six weeks? How can workers be expected to be on the job all the hours they are supposed to be, and above all, how can they be expected to do good work if their supervisors can only answer their questions by saying, "Read your manual - it's all there!" If HRS is to be resumed on a large scale, more training should be given to the supervisors, possible through intensive training courses or by frequent institutes. State archivists, as in the past, will be glad to supplement this training by consultations with the supervisors, but the burden of systematic training should not be placed upon their shoulders.

A WPA project which is currently meeting with considerable good will on the part of county officials, is the project to index vital statistics, sponsored by the State Department of Public Health. Practically every county official is seeking help in making new indexes or in keeping his older indexes up to date. Two or three workers assigned to each county official, if he so requests, could accomplish a great deal of worthwhile archival work.

Because of personnel problems and the difficulty of supervision by remote control, it is recommended that as much of the work as possible be done at central work offices under immediate supervision. This means that more money be set up for administrative expenses than under the old system. HRS had too many workers in the larger cities, too few competent persons in smaller places. An appropriation for microphotography on a large scale would permit concentration of much of the indexing in such larger work rooms, and it would make for better relations with county officials by relieving them of the problems of supervision.

Among the most valuable research data filed with us by HRS transcripts of hundreds county board minutes. Workers who could do nothing else, it was thought, could make transcriptions. We are grateful for these transcripts but wish they could have been made in more permanent form (they are in pencil, some none too legible) and above all, wish they could have been proofread against the original. The making of such transcripts involved further wear on already delicate and worn volumes, and in several instances we happen to know that county clerks denied the existence of the volumes because they were unwilling to permit such wear and tear.

There are many things which need to be done to improve our county record system. Some of these things project workers can do and some they cannot do. One thing they can do, and that is to help salvage the old historical source materials. From inventories now completed it is possible to make a list of the most important records from an historical point of view. These records, taking first the bound records, should be microfilmed, indexed and perhaps transcribed for publication. This work would be particularly suitable for taking to the large work offices mentioned above.

Based upon our experience with HRS, we can now say more definitely what work is and is not suitable for work projects. On the positive side, one can say definitely, indexing and more indexing. Some of the work which might be listed as "better not" is as follows:

1. So far as possible, keep workers out of vaults, both for their own sake and that of the office in which they are working. Workers are being blamed for losses of records and confusion of files for which we are morally certain they are not to blame. On the other hand, it is unfair to ask an official who is bonded for the safety of his records, to permit a person who is not

his employee or in any way responsible to him, to work in his vaults. Theoretically the official has authority to and should supervise the worker. Practically, he has something else to do besides working beside these workers in the vaults.

2. The workers should not be allowed to sort and arrange records. They simply do not know enough to catch things which would be a red light to the official but often are not apparent to them. For instance, we had a man unfolding some Governor's correspondence. We cautioned him to leave the papers in the exact order in which he found them and under no circumstances to refile. But one day he casually remarked that he had found "a whole bunch of Secretary of State's letters filed among the Governor's letters and knew they didn't belong there, so he had sorted them out, and there they were". He did not remember whether they had been a group tied together or whether they were scattered through the file. It so happens that we are interested in the history of the Secretary of State as secretary to the Governor, and we would like very much to know whether the Secretary of State was at that date still handling certain correspondence of the Governor's along with his own, or whether this was just a package of letters which had accidentally filed in the wrong box. A very minor point, but it might have been important. The worker wouldn't know, and as in this case, didn't know it was important not to use his head. We are also dubious about the extensive use of these workers in the disposal of useless records.
3. Calendaring is too complex for the average worker, because he does not have sufficient historical background to read between the lines. What is left unsaid is often more important than what is said in a letter. Short form calendars merely listing general topics, they can do, but detailed calendars it is best to forget about. If the material is sufficiently important to justify the amount of time which a calendar would involve, might better be transcribed in full, which would take less time. We have practically abandoned calendars for name and place indexes.
4. Workers simply lack the judgment necessary for repair of manuscripts, hence that work, if undertaken at all, should be done under strict personal supervision of some one who really knows that subject.
5. As stated before, we do not believe workers should be expected to do creative writing, such as county histories. The workers can, however, do much routine transcription work as directed by the research director. Such projects can best be carried out through assigning individual workers to act as assistants to research directors.



6. The quality of the work is materially affected by the frequency with which workers are changed. Switching of workers from one project to another, contrary to or in spite of recommendations from supervisors, plays havoc with work, especially when it reaches the editorial stage. Unless this favorite pastime of WPA state and district offices can be better controlled than was done under the HRS, nothing much but indexing should be attempted, because indexing is the work which can be most easily taught to untrained workers, and the one most easily exchanged between workers.

The recommendation that the principal emphasis in future project work with governmental records should be upon indexing we do not mean to imply a deadly dull routine. There are many types of indexes. On its lowest level, indexing may be merely a list of the pages upon which a given name appears. On its highest levels it may mean elaborate subject and biographical name indexes. The amount of historical data which will be brought out of county and state records will be astounding.

As was indicated earlier, one of the weaknesses of HRS was administration. As originally planned, HRS was governed by a national director and the State WPA authorities were not supposed to interfere. Since the State WPA controlled the appointment of personnel, conflicts inevitably ensued, and the State sponsors, especially the archivists were caught between the conflicting currents. We are not attempting to explain here how such conflicts are to be avoided in the future, but may say in passing that the national direction, while it lasted, resulted in a much higher standard of technical results. It had the one disadvantage that it was difficult if not impossible to adjust the work to the peculiar needs of each State. Perhaps that was well last time, but we would like to see something more flexible for the future.

The necessity under the old set-up of keeping the workers in their home communities made for a certain inefficiency. It was possible to get and train workers to become experts in certain lines, but these workers could not be shifted from one district to another. In the counties where record administration is poorest and where the county officials were unable to give expert personal direction to the workers, it was almost impossible to get accurate inventories. Particularly when the editorial work reached the check-back stage, it would have speeded up the work if "trouble-shooters" could have been sent to those counties.

Perhaps it would be impossible to set up a project which would work better from a bookkeeping angle, but the cost of the HRS project and the failure to complete the county inventories in six years was directly due to inefficient use of man power. Half a dozen workers or more in each of the 102 Illinois counties struggled to make inventories without much comprehension of what they were doing. Their work sheets were sent to the central editorial office and because that office

would want re-checks the workers were retained until the re-check work came back. For some reason never clearly explained, these workers were not allowed to help the county official by indexing, but instead new projects - manuscript, inventories and calendaring, church inventories, newspaper indexing (again, why newspaper indexes but not record indexes?), imprint listings, and other supplemental projects were set up. All of these projects were worthy in themselves, but the result was a diffusion of energies to such an extent that nothing was finished.

If the project could have been put upon a state-wide basis, a dozen or so workers really trained in the technique of taking inventories could have been systematically moved from county to county, and all the inventories completed ready for publication within a year. Workers trained in other techniques could have finished the other projects also. The additional expense, for travelling expenses, was wasted ten times over as it was. But how about the majority of workers whom you could not move all over the state? They could still have been employed in their local communities, indexing the county records and the other things which county officials wanted done to improve their records.

There should also be more coordination between cultural programs. Too many projects were trying to work in the county court houses at the same time - in Illinois there was a State Tax Commission project, an economic survey project, the Federal Writers' project working on county histories and numerous locally sponsored records projects involving indexing, transcribing, rearranging, etc. Much of this work duplicated work of HRS. Public relations of each project were jeopardized by friction generated by some other project.

Another thing which irritated county officials was that project workers were on duty irregular hours and days, they worked shorter hours and fewer days than most of the deputies, and in some instances received higher wages than these deputies. That was particularly true in southern Illinois.

The whole question goes back to the fundamental issue - can a make-work program be so constituted as to be an accomplishment program also? It would be unforgivably unfair to brand HRS as a failure or to condemn the work organization under which it operated previously. HRS was set up as an emergency program with no experience from which to draw. The task for those who plan future programs is to combine make-work and efficient accomplishment. Otherwise, in a nation impoverished by war, appropriations will be diverted from these archival programs in which we heartily believe, to other programs which can be carried out without so much waste.

ILLINOIS STATE ARCHIVES--SPEECH ON--TO BE DELIVERED BY SECRETARY  
HUGHES, MARCH 2, 1943

Notes for speech for  
Mr. Hughes  
Mar. 2, 1943

ARCHIVES DEPARTMENT  
ILLINOIS STATE LIBRARY

The Illinois State Archives Building has been described as the "safety deposit box for the State", for it is the place where we keep those permanent records of State business which correspond to the business records which you as business men or as individuals must keep in your bank boxes or office safes. Much of the historical work which absorbs so much of the time and energies of the archivists of other states is performed in Illinois by the State Historical Library. Our Archives Department, one of the departments of the State Library, devotes all its time to the preservation of those legal records the destruction of which would cause losses either to the State or to the citizens and business firms which are protected and regulated by the State. Because the State's records affect all the people, in time their value as legal records tends to be superseded by their historical interest.

Our State Archives Building is a treasure house for history, but it would be giving a disproportionate picture of the value of our work to spend too much time on <sup>searching</sup> our historical mementoes rather than upon what the Archives Department does to protect the interests of the State and your own as businessmen, which is after all its work.

I will take time therefore to mention here just two historical collections in the State Archives. The first of these is the so-called Perrin collection donated by the County of St. Clair in 1940. This is what is left of the records of the old French settlement at Cahokia, also some of the early county records of St. Clair County, the oldest county of Illinois. It is called the Perrin collection because the late

J. Nick Perrin of Belleville made it his life work to protect these records against destruction and pilfering. Tampering with old records was such a serious matter that as early as 1817 the territorial government had to take temporary custody of the Randolph County records of the other French settlement of Kaskaskia. After Mr. Perrin's death the county board of St. Clair County, realizing that these records are of State-wide interest and that no one else in St. Clair County could devote the care to them which Mr. Perrin had given, presented these records to the State. Among them is the Registre des Insinuations des Donations aux Sieges des Illinois. This is a register of contracts, gifts, wills and other legal documents registered with the French notary who corresponded roughly to our county recorder. This volume covers the years 1737 to 1769 inclusive, and is believed to be the oldest civil government record west of the Alleghenies. It is now being translated for the first time and has probably not been used by any historian since Governor Reynolds nearly 100 years ago. One of the most interesting items is a record of the property settlement made by Pierre LaSalle, founder of St. Louis, upon Madam Choteau, his common law wife of many years and the mother of his business partner and reputed son Auguste Choteau. Historians have always been puzzled and the Choteau descendants chagrined by the fact that LaSalle failed to provide in his will for this acknowledged relationship. Fearing Madame Choteau might not be fully protected under probate laws, he made a very substantial gift to her ten years before his death, recording it with Joseph Labrexiere, the notary at Kaskaskia, the nearest government post.

The second historical collection of which we are very proud is our Lincoln collection, comprising 95 documents in Lincoln's handwriting or signed by him. This collection is described in detail in the February number of Illinois Libraries just off the press. Twenty-one of these items are petitions for pardon signed by Lincoln. When he was one of a number of signers to a document, Lincoln often added a qualification to his signature, as "True, I believe, A. Lincoln"; or "I think it is almost always safe to pardon a convict, when, as in this case, the Judge before whom he was convicted, recommends it, A. Lincoln"; or another time, "Believing that Judge Emerson knows what is right in this case, I join in the recommendation he makes, June 8, 1860. A. Lincoln".

Most of the Lincoln items in the State archives are the records of Lincoln's membership in the Illinois House of Representatives from 1834 through 1841. What college is to the modern youth, that experience in the General Assembly was to Lincoln. There the unscathed half educated man who had frankly run for office because he was out of a job, first met experienced men of the world who fired his ambition to study law and taught him to become one of the most skillful politicians this <sup>new</sup> country has ever seen. The men he met in that first session in the winter of 1834 and 1835 were outstanding men, such as the current representatives of the Bond and Edwards political dynasties; Adam W. Snyder (later lieutenant governor); two men for whom Illinois counties were later named Conrad Will and William McHenry; Thomas H. Owen (first mayor of Chicago) and many others less well known today but powerful politicians at that time. Lincoln's close friends of later years,

Jesse K. Dubois and John T. Stuart were also members of the House that first term. At this session, the life-long political rivalry between Lincoln and Douglas probably began.

Perhaps it was their first meeting. At any rate, Lincoln voted against the election of Douglas for circuit attorney though he voted for other Democratic candidates for the same office.

Lincoln was inclined to do political favors, rather than to ask them, hence he introduced relatively few bills, none of them controversial or particularly important. In his last two terms Lincoln was minority floor-leader and as such had a great influence upon the passage of important measures. His services are remembered largely in the light in which he is portrayed in Thomas Ford's History of Illinois, published in 1849. Governor Ford, his political enemy, said that Lincoln, in his determination to bring the State Capitol to Springfield, would vote for anything and everything, and blamed Lincoln for the promulgation of the so-called "fantastic" internal improvements system which threw the State into bankruptcy in 1841. How much trading Lincoln actually did cannot be proved from the legislative journals which seldom recorded ballots for individual bills. As a follower of Henry Clay, Lincoln worked consistently in support of the State Bank and for internal improvements. The much maligned internal improvement system of 1837 was actually an attempt to do away with the waste of public money on scattered local roads in favor of a gridironing of the State with major net works of communication. The Illinois and Michigan canal was to connect the Great Lakes

with the Illinois and Mississippi rivers. East and west transportation was to be facilitated by improving the principal rivers and by building two railroads in Central and Southern Illinois, from the Mississippi river east to connect with east and west Indiana roads. The Illinois section of the National road from Washington to the Mississippi river was to be completed. North and south transportation was to be served by a railroad from Cairo to the end of the Illinois and Michigan canal at Peru, with branches to Galena and Chicago. The carrying out of this really sensible State program was defeated by a world wide financial depression, by lack of engineering experience and by local political jealousies. Eventually the system actually became the basis for later transportation lines built largely by private capital. What is not known is that it was Lincoln who suggested the imposition of a two mill tax, (Illinois' first general State tax, by the way), from the proceeds of which the then staggering debt of \$13,000,000 was paid. No Lincoln biographer has as yet made use of the original records of the General Assembly in the State Archives.

As I said before, the most valuable work done by the Archives Department is not what it does to preserve historical documents, important as that is, but rather its attempt to live up to its motto, "Neither the government nor the people of Illinois should ever have to suffer loss because the records needed to protect their rights cannot be produced". The State Archives Building was especially planned to house three types of records:

- a) Those records which because of their extreme value



should never be allowed to be taken out of the building except on court order. Among these may be mentioned the Constitution, the enrolled laws and deeds and abstracts to property owned by the State.

b) Those records no longer in current use by the respective State departments who are authorized by law to transfer such records to the immediate jurisdiction of the Archives Department.

c) Semi-current records of primary and permanent legal value which the respective departments have to take out of the files in the Archives Building for occasional office use.

In discussing such records in the Archives Building, I shall not differentiate between them on the basis of this technical classification, but will merely mention a few of the many records in which you as business men are interested.

One of the chief functions of the Secretary of State is to administer the general acts in relation to corporations, to issue charters, to authorize foreign corporations to do business in the State, to assess the franchise tax, and to administer the so-called "Blue Sky" law which protects the investor against wildcat securities. Our archivist tells me that she gets a great deal of amusement watching the surprised chagrin on the faces of corporation lawyers when they find that the State can produce forty year old correspondence relating to their companies' charters, and that we not only watch them while they examine the public documents but also keep a record of the persons who have had access to those documents. There is little chance for corporations to "get by with" anything because the State's side of the transaction

is not protected by records.

The first Constitution of Illinois, 1818, instructed the Secretary of State "to keep a fair register of the official acts of the Governor, and when required, to lay the same, and all papers, minutes and vouchers relative thereto, before either branch of the General Assembly". This diary of the official acts of the Governor, which, by the way, was started at the beginning of the territorial government in April 1809, is still kept today by the Secretary of State. Everything which the Governor does in his official capacity is recorded here - the commissions civil and military which he issues, land papers or other deeds signed by him, appointments made by and resignations presented to him, notices of his official absences from the State, etc. The Secretary of State actually was at first a sort of secretary to the Governor and still retains some of those secretarial functions. For instance, he prepares the commissions issued to county officials, and that is why election returns and certificates that those elected have qualified for office are filed with the Secretary of State.

From the first territorial General Assembly in 1812 to the present, the Secretary of State has been archivist for the General Assembly. He not only keeps the official file of original, engrossed and enrolled laws, vetoed bills, journals, reports and other legislative records, but he also publishes the session laws and House and Senate Journals. The legislative archives are the richest vein of historical source material in the State Archives. I have already mentioned the historical importance of the records of the

Lincoln period. One of the most frequent uses of the more recent legislative files is for a study of bills which did not pass but which some one wishes to reintroduce: how was the defeated bill worded, at what point and for what reasons was it defeated?

Many of the members of this club are professional men, licensed to practice your profession by the State because you have met certain qualifications. About 48 professions are now licensed by the State of Illinois. Before being licensed you take examinations or present other proofs of eligibility, and these records are guarded with particular care. No one, not even regular clerks of the Department of Registration and Education (the department which issues most of these licenses) may have access to the vault in which these application records are filed, without a special permit signed by the chief registrar himself. It is no longer possible for Dr. "A" to steal or tamper with the license records of his rival Dr. "B" by slipping a bill to some janitor or junior clerk who might have access to the records.

Just now the records of the old Illinois and Michigan canal are being packed for shipment to the State archives. Not only are these records of very great historical value, but they are of immeasurable value to all owners of property in Cook, DuPage, Will, Grundy and LaSalle Counties. As you know, the federal government donated alternate sections of land to the State of Illinois to be sold to raise money for building the canal. The city of Chicago was laid out by the canal commissioners, so title to all land in the loop district as well as much of the rest of Cook County is

directly dependant upon these canal records.

Your insurance companies are not only examined and regulated by the State Insurance Department, but they are also required to deposit with the State securities sufficient to pay off all policies in force in Illinois. The actual securities are of course in the Insurance Department's own vaults, but all the records in relation to them, as well as the official file of charter and other records of measures taken by the State to protect your interests as holders of insurance policies are on file in the State Archives Building.

During the depression over four percent of all Illinois applicants for old age assistance had to be turned down because they were unable to prove their ages. Draft boards and defense employment offices are demanding birth certificates; and indeed, during a war it is essential that everyone be able to prove the date of his birth and his citizenship. Registration of births did not begin in Illinois until 1878 and was not strictly enforced until after 1915 when the Division of Vital Statistics in the State Health Department was created. The birth and death certificates filed with the State are among the most important housed in the State Archives Building.

These are only a few among hundreds of kinds of State records, all important to you as citizens, which are housed in and protected by the State Archives Building. An estimated 85% of the most valuable semi and non-current records of the State government have already been transferred; others are being retained temporarily, for one reason or another, by the various departments.

One of the most important services offered by the State Library is our extension work with county officials. The records which our county officials are required to make and preserve are of incalculable value to you as citizens. I need remind you of but one set of records - the records of the deeds and mortgages to your real estate. If your court house were to be destroyed tonight your proofs of ownership of your homes would be destroyed, and could only be restored through a rather involved legal process. All the Cook County records were destroyed in the Chicago fire of 1871, and ever since property owners have had to pay tribute to the abstract company which managed to save its copies of title books.

The State Library maintains a full time field visitor who cooperates with county officials seeking advice concerning their record problems. We are right now studying with them the problem of how to reduce the overwhelming bulk of their records by scientific selection of useless records to be destroyed or to be kept on microfilm copies. We photostat for them worn volumes to prevent wear and tear on originals. We encourage counties to make film copies of important records as insurance against loss. We plan, as our contribution, to microfilm their early historical records. We are encouraging the counties to take better care of their records themselves, but will accept temporary or permanent deposits of early records which would otherwise be in danger of destruction.

ILLINOIS STATE ARCHIVES--ILLINOIS BLUE BOOK--UNEDITED COPY,  
SEPTEMBER 30, 1943

For All Blue Book  
Sept. 30, 1943

## ILLINOIS STATE LIBRARY

### Archives Department

#### Duties

The Archives Department of the Illinois State Library is the State agency charged with the care of those records of the State which should be preserved in a permanent and accessible form because of their legal or historical value. The work of this department includes the custodianship and servicing of such records as may be deposited in the State archives; the administration of the State Archives Building; representation in the State Records Commission which appraises State records proposed for destruction; an extension service which offers consultation service to State and local officials on their records problems; and publicity efforts aimed at education of the public and officials as to the importance of public records. The Photographic Laboratory, a section of the Archives Department, does the photostatic and microphotographic work for all departments of the State Library.

#### Transfer of Records to the Archives

Any State official, any county board or any city, village or township board or council, may, subject to acceptance by the State Librarian, transfer any non-current records of his office to the Archives Department of the State Library, taking a receipt therefor. Records of departments of the State government so transferred pass into the legal custody of the State Library, the departments of origin relinquishing further jurisdiction over the records.

Departments in transferring records may, however, if deemed proper, reserve the right to supervise public use of these records for a specified period of time.

Decision as to when or whether a particular record becomes suitable for transfer to the Archives rests solely in the discretion of the department to which the record appertains. No date before which a record shall be deemed non-current has been suggested. Except for a policy of refusing to take financial records of a current administration, any original official record of permanent importance is accepted when offered. Most State departments, naturally, prefer to keep all their records under their own jurisdiction as long as possible. Other departments, however, appreciate the superior moral as well as physical safeguards obtainable in the Archives Building and transfer records of comparatively recent date. The General Assembly, as required by law, transfers all records at the close of each session. The Secretary of State deposits deeds and abstracts to State property as soon as filed with him. The Department of Public Works and Buildings recently transferred the records of the Illinois and Michigan Canal and original surveys relating to flood control, riparian and lake shore rights. These latter records, though popularly regarded as chiefly of historical importance, are still technically current records because they are frequently needed in connection with litigation over land titles.



So long as a county is able and willing to provide adequate vault space and to take proper care of its records, original records of local historical and legal interest should be left in the county. Many counties whose court houses are fire hazards or which have cramped vault space are finding it impossible to give adequate care to both their current and their older records. In such circumstances, these older records may be transferred to the State Archives, either as a permanent or a temporary deposit. The 1943 act, which authorizes the destruction of original county records after microfilm or other photographic copies have been made, prohibits the destruction of any county records created prior to 1870, and authorizes the transfer of such early records to the Illinois State Library which shall provide photographic copies for county use.

The Board of Supervisors of St. Clair County several years ago transferred the so-called Perrin Collection of Cahokia records to the State archives, not only because that institution could give their records better care, but because ~~they officials~~ <sup>it</sup> also generously recognized that these early French records are of statewide and not merely local importance.

Under a working agreement the Archives Department of the Illinois State Library accepts only official records of the State, county and municipal governments; while the Illinois State Historical Library collects in the fields of private papers and church archives. The Historical Library has turned over to the Archives all its holdings of State and county records. Following the precedent set by the

Library of Congress and the National Archives, in the matter of presidential papers, the private papers of former governors and other officials are generally to be found in the Historical Library.

#### Archives Building

The Illinois State Archives Building, dedicated in 1938, is the first unit of the proposed new State Library Building. This was the third building erected in the United States designed for the exclusive purpose of housing public records, the first two being the National Archives at Washington, D. C. and the Maryland Hall of Records at Annapolis.

The unique feature of the Illinois building is the provision for separate housing of non-current and semi-current records. In planning the building, it became apparent that after all the non-current records had been provided for, the bulk of the semi-current records, including some of the most important State records, could not be released to the jurisdiction of the Archives Department by the respective departments to which they belong. Placing such records in the Archives, subject to withdrawal for departmental use, the customary archival practice, had not worked satisfactorily in Illinois. The Archives Department had no power to enforce the return of documents borrowed by accredited officials, which resulted in occasional loss of important records and not infrequent inter-departmental friction over misplaced records. There was no finality about a transfer. One official might deposit a record, and his successor demand it back. This happened several times to one series of territorial records,

which were finally returned to the Archives but only after mutilation by unskillful repair and rebinding. Questions as to impairment of the value of documents as evidence also arose out of this dual custodianship.

These problems were resolved by building two separate series of vaults. The records filed in the Archives vaults are under the sole legal jurisdiction of the State Library and may never be removed from the building except upon court order. Many of these records are non-current and chiefly of historical interest, such as records of the territorial government, constitutional conventions, the General Assembly, election records, etc. A large number of records are current but kept in the Archives because of their extreme legal importance, such as the Constitution of the State and the Enrolled Laws. The Archives Department gives reference service on these records both to other State officials and to the public.

The Departmental Vaults are in a separate section of the building and house semi-current records still under the jurisdiction of the respective departments. No files may be transferred to the Departmental Vaults without a written authorization of the Archives Department, to ensure that only original records of permanent value are housed therein. Keys to individual bays within the vaults are issued at the Archives reference desk each time a vault is entered, upon the signature of accredited clerks who are held individually responsible for the contents of the vault until the key has been returned.

The departments have exclusive right of entrance to their respective Departmental Vaults and complete jurisdiction over the records in each. They may remove and refile individual documents as they see fit without consulting<sup>ing</sup> with or interference by the Archives Department.

Approximately 85 per cent of the State records suitable for transfer are already in the vaults. Shortage in vault equipment, unobtainable during the war, accounts for most records not yet transferred. Examples of a few of the types of records housed in the Departmental Vaults are the birth and death records collected by the Public Health Department; records relating to professional licenses issued by the Department of Registration and Education; official papers in relation to State regulation of insurance companies; pardon and parole records; records of permits to issue stocks, bonds and other securities; Supreme Court case files; and records of receipts and expenditures of the State as kept by the State Treasurer and Auditor of Public Accounts.

#### Destruction of Records

While the Archives Department puts chief emphasis upon the preservation of records, it is recognized that records are piling up in such appalling quantities that no government can afford to house all records. Records which confirm the property rights of <sup>the State or</sup> any individual, or which are of general present day or potential historical interest, should of course be preserved indefinitely. Many State records, however, are of only temporary administrative importance.

with much duplication of information, and such records can be reduced in bulk either through destruction or substitution of microfilm copies. In a democracy the records of governmental operation are the property of the people, and no official may destroy any official records without incurring severe criminal liability. Under Illinois law only the General Assembly, which defines the duties of the various officials, can authorize the destruction of records, and then only through enumeration of specific categories. Only a few such authorizations have been given in the past, though every State department has store rooms bulging with records of questionable value.

Recognizing the necessity for scientific weeding of State files, the Illinois State Library sponsored and secured the passage by the 1943 General Assembly of an act creating the State Records Commission. This Commission comprises the State Archivist as President; the State Historian as Secretary; the State Librarian representing a neutral party; and the two responsible heads of the department proposing to destroy records--namely, the elective State official or the director of the code department or the presiding officer of an independent commission as the case may be--plus the division chief involved. Records six years old may be appraised for possible destruction. If all five members of the Commission are agreed that the records in question have no further value

to the State, the State Records Commission shall recommend to the General Assembly that an act be passed permitting destruction of those records.

#### Archives Extension Service

Any public official in the State of Illinois is welcome, at any time, to discuss his records problems with the Archives Department. There is an increasing appreciation of the importance of scientific organization of files at the point of origin. Economical and efficient record keeping results from proper preliminary consideration of such matters as the record information which needs to be kept, the design and content of forms, segregation of ephemeral from permanent and official from personal material at the point of filing, the quality of paper, inks and other materials for permanent and temporary files, scientific filing systems, and the application of microphotography and other methods to the reduction of the bulk of records. More and more State departments are calling in filing experts to organize their files.

The Federal government has gone a step further than this in that many departments are appointing so-called records coordinators, generally persons with archival experience. The earliest and most successful of these are to be found in the U. S. Departments of State, Treasury and Navy. The Archivist of Illinois has been appointed a special field representative of the National Archives to achieve closer cooperation between the National Archives and the State Archives, particularly in record problems arising from joint Federal and State enterprises.

County archives are the particular concern of the extension service of the Archives Department. The State government of Illinois has no legal jurisdiction whatsoever over the records of Illinois counties, and, so far as the State Library is concerned, it has neither desire nor intention to attempt to exercise any such authority. The county officials do, however, need the support of the State Archives in their attempts to take better care of the records in their custody. Upon the records required by law to be kept by county officials depend the property and citizenship rights of everyone living in Illinois. The records of the county government, the one cohesive element in pioneer life, are the most important source of materials for the history of the folk movement that populated the wilderness that is now the United States. Yet it is safe to state that there is not one county of Illinois which has not lost important groups of its records by fire, flood, theft, deliberate destruction or the physical disintegration that results from neglect. It has often been said, and probably it was formerly true, that this loss of records is largely due to the ignorance and indifference of the county officials responsible for the care of those records. That is not true today, for most if not all county officials are conscious of their trust and are doing what they can to protect their records, despite the handicap of inadequate vaults, inefficient equipment, meager budgets and public apathy.

A field visitor for Archives was appointed in August 1942, and has received a cordial reception from county officials who have found him a sympathetic and helpful friend and a medium for the exchange of ideas. Upon the request of the officers of the Illinois Association of County Officials, the field visitor cooperated in making a survey of the possibilities for reducing the bulk of their records. Rather surprisingly, most county officials stated that all the county records are of too great importance legally to be destroyed. Only one category of records, old assessment schedules, were recommended to the last General Assembly as being suitable for destruction. This year the State Library is studying with county officials the applicability of microphotography to record keeping, not only from the point of view of preserving less important records by means of microfilm copies, but also from the insurance angle. County boards are also consulting the Archives Department upon plans for post war remodelling of old and building of new vaults.

#### Photography

The Photographic Laboratory of the Illinois State Library is located in the Archives Building. It is equipped with a recording photostat and microphotographic cameras. All departments of the Illinois State Library employ photographic processes extensively in their work. Photographic reproductions insure against loss and destruction of originals from the hazards of fire, flood and war destruction; are used to save wear and tear upon originals; to replace missing pages of library copies of books; to secure copies of rare and out of print books and



to make these copies available for loans to patrons; to implement class room projects, particularly for civilian defense instruction; to compile union catalogs; to catalog museum objects and maps; to save time in note taking by furnishing inexpensive copies to patrons; to reduce storage space by reducing newspapers to films; and in countless other ways. The laboratory makes also the photostatic copies of documents filed with the Corporation Department for recording.

Microphotography is playing an increasingly important role in archival work. The two applications with which the Archives Department is particularly concerned at the present time, are the use of microphotography to insure against loss of original records and its use in reducing the storage space required for housing records. It has been estimated that it would take three circuit judges sitting continuously for three years to reconstruct the land records of the recorder's office of one of the smaller Illinois counties. At least one Illinois county, Wabash County, has had all its records microfilmed and the copies stored in a bank vault, as insurance against fire. The Archives Department offers free housing for such insurance microfilms in its air conditioned film vault. Several counties have already brought records to the Archives for making photostatic copies to be substituted for fragile originals or for microfilm copies as insurance against loss. The Archives Department hopes to make microfilm copies of the historical records of all counties, as soon as adequate equipment is again obtainable.

The 1943 General Assembly passed two bills to enable State and county officials to reduce the bulk of their records by permitting, under certain safeguards, the destruction of originals after making microphotographic or other copies. State officials must secure permission for destruction from the General Assembly through the State Records Commission; county officials through action of their county boards. As microfilm copies take less than ten per cent of the storage space required for the original records, there is much opportunity for savings from that direction, even though microphotography is neither as inexpensive nor as universally applicable as its proponents have indicated.

#### Publicity

The publication medium for the Archives Department, as for other State Library Departments, is Illinois Libraries. A special archives section appears in eight of the ten numbers issued each year. Most recent articles have dealt with county archives. In addition, publicity is sought through news items, special exhibits, addresses before organizations, and other channels.

The progressive features of the Archives Building have attracted visitors and correspondence from all over the world. The Brazilian government has sent one of its employees to Springfield to study archival methods through an internship in the Archives Department. Several foreign and many American archivists have spent varying amounts of time examining Illinois archival procedure.

ILLINOIS STATE ARCHIVES--INFORMATION FILE--ATTEMPT TO REMOVE THE  
STATE LIBRARY FROM THE OFFICE OF THE SECRETARY OF STATE, 1947

May 1, 1947

## VISITORS TO STATE ARCHIVES BUILDING

The following list comprises only large groups which have been conducted on tours through prior arrangements (incomplete), clubs which were addressed here by the archivist, and visitors who have come for definite help on archival or building problems. It does not include persons who have done research in the Archives Reference Department.

### Foreign Visitors:

The archivists of Norway, Chile, Canada (Dominion Archives and Laval University)

Members of staffs or archival commissions of  
Brazil (8 persons, all students of archival economy who have interned at the National Archives)  
Miss Elza Robillard de Marigney interned at the Illinois archives 2 months in 1944

India Imperial Records Office; Peru

Private citizens interested in archives from Argentina, China, American Archivists: Brazil

Society of American Archivists held its 2d annual meeting here in 1938. In addition the following have spent from one day to a week here conferring on archival problems

Capt. Thomas, in charge of records at Wright Field, Dayton, O.

Albert Corey, State Historian of N.Y.

Prof. Thomas, Saskatchewan University

Bertha Josephson, Ohio State Archaeological & Historical Soc.

Lester J. Cappon, Williamsburg Foundation, Secretary to Society of American Archivists

Sister Paschala, Sinsinawa, Archivist for Dominion Order of Wisconsin

Prof. Deutsch, Washington State College and chairman

Washington State Archival Planning Commission

The State Librarians of Washington and Oregon

Representatives of the Mother House, 3d Hospital Order of Franciscans, Riverton, Ill.

Henry Eddy, then acting archivist of N.Y., now of North Carolina Archives

Dr. Arthur J. Larson, Superintendent Minnesota Historical Society (which has the Minnesota Archives)

The late Alexander J. Wall, Secretary New York Historical Society

Dr. Jenkins, in charge of Library of Congress project for microfilming State publications

Dr. Philip Brooks, the National Archives

Mr. Harold Brigham, State Librarian of Indiana, Miss Margaret

Pierson, State Archivist of Indiana, and 2 architects

Miss Kerr and Miss Dobbs, Newberry Library, Chicago. Miss Kerr is in charge of the C B & Q Railroad records in that institution

Miss Gertrude Ackerman and Katherine Putnam, Minnesota Historical Society

Mr. Fred S. Mahanna, then archivist of Iowa

**Other Individuals interested in various phases of our work:**

Prof. Jas. A. Barnes, Temple University. Microphotography  
Prof. Guy A. Lee, Clark University  
A delegation from Kewanee, Wisconsin, members of a  
court house building commission  
Prof. Pierce Butler, University of Chicago Library School  
Miss Mc Mahon, librarian De Kalb Normal School, the  
business manager, etc. Concerning our vault construction  
President Fairchild, Normal University  
Dr. M.L. Carr, director of the Pittsburg Testing Laboratory  
of the Fire Protection Association  
Illinois Historical Society's Committee on Teaching Illinois  
History in High Schools, of which Prof. Anders of  
Augustana University is chairman  
Mr. C.C. Zantinger, a Philadelphia architect commissioned  
to program the new Pennsylvania archives building  
Col. Fred S. Bryant, Adjutant General's office, Missouri,  
concerning microphotographic problems  
Mr. H.T. Hennin, paper purchasing agent for the Caterpillar  
Tractor Co. of Peoria  
Prof. Louise Dunbar, University of Illinois History Dept.  
Mrs. Devereux, Legislative Reference Library, Missouri  
Mayor Bloom of Rockford and several of his staff  
Numerous county officials  
Many other individuals who have visited us more or less  
casually

**Clubs Meeting in Building**

Springfield Colored Women's Club  
Springfield Delphi Club

**Sample Conducted Group Tours (Incomplete Lists)**

University of Illinois Library School  
Princeton High School (Brought by Representatives Chatburn  
and Rennick to see the charter of their school)  
Chicago YMCA's University of Good Government  
La Bas Blue Club of Springfield High School  
A number of boy scout troops, including the troop that  
stood guard duty over the Mt. Pulaski Court House  
records at the time the Brown County Court house burned)  
Illinois College Library Club  
The staff of the Dept. of Health Maternal and Child Hygiene  
Division of the Department of Public Health  
Illinois County Officials' Association  
Auburn Consolidated High School Library Club  
Illinois State Historical ~~Library~~ Society  
National Park Service Tour from St. Louis  
Wm. Clark Club historical pilgrimage  
Springfield Junior College. Ursuline Sisters attending  
summer school  
Illinois Library Association  
Illinois Society of Architects  
Vocational and Rehabilitation District Nurses  
History Seniors from Lewis Institute, Chicago  
Mayor of St. Louis, members of Chamber of Commerce, etc.  
Several Women Voters' League Chapters

**Special Recognitions of Archives Department:**

**Archivist served two terms as President, Society of American Archivists**

**Archivist has been Managing Editor of The American Archivist the professional journal of the Society of American Archivists (subscription list 800) for one year, of a three year term.**

**Archivist conducted course on archives at Columbia University School of Library Science, 1940**

**Archivist gave course of lectures on Record Making sponsored by State Civil Service Commission**

**Members of staff have served on numerous committees of the Society of American Archivists, I.L.A., American Historical Association, etc.**

**Archivist has contributed reviews, editorials, etc. to Mississippi Valley Historical Review, Library Quarterly, The American Archivist, etc.**

**The department has assisted in the organization and reorganization of several other State Archives, notably Oregon, Wisconsin, Vermont, New York, Michigan, etc. The archivist is at present serving on the Special Advisory Commission on the New York State Archives, of which the other members are the Archivist of the United States and the Librarian of Congress)**

**In the past twelve months 63 letters have been written to at least a dozen states on archival advice. This is exclusive of the number written by the archivist in her capacities as editor of The American Archivist and member of the New York advisory commission**

May 2, 1947

Miss Rogers:

I believe I have here the citation you are seeking - the one in reference to stripping the Attorney General of certain powers - that that is possible only when the powers have been added by the General Assembly but that it is not possible to strip an elective officer of powers inherent in his office.

What we have to do, therefore, is to prove that the library duties have already been inherent in the office of the Secretary of State. The copies of three documents enclosed indicate that the Secretary of State has always been assumed to be the one charged with the care of books belonging to the State. This is shown by the inventory filed by him with the General Assembly in 1823 (check-marks on which indicate that this was verified); the 1825 instructions authorizing him to loan books to be taken away by the members of the Supreme Court; and the 1833 report on the cost of binding which shows that he was regarded as the custodian of the books, a function recognized by the General Assembly since this report was in answer to instructions from them, and also that he regularly loaned books to members. Perhaps the weak point here is that they were probably regarded as the property of the General Assembly, but actually that is a strong point because the Secretary of State was always custodian of the property of the General Assembly between sessions (original of his department of Custodian of Buildings and Grounds) and that he is the custodian of the records of the General Assembly as he has been since territorial days. I think we have an iron-clad argument in favor of the archives staying under the Secretary of State. Miss Bailey suggests that the Library's ability to get documents for exchange stems from the traditional function of distribution of public documents.

I am bringing with this, the volumes of Illinois Reports which Miss Bailey had, the others being in the Reference Room of S.L. In looking up this data I also found and marked paragraphs in The Efficiency and Economy Report and the Constitutional Convention Bulletins.

Archivist

**CONSTITUTIONALITY OF CHANGE OF A DEPARTMENT  
FROM ONE ELECTIVE STATE OFFICER TO ANOTHER**

**Chap. 14. Attorney General. Sect. 4. The duties of the Attorney General**

The act of 1893 (ch. 73, Sect. 1-9), which attempted to strip the attorney general of all his powers and duties in reference to insurance matters was effective only to extent of added powers and duties conferred and imposed by Legislature, and did not affect those which were inherent in his office.

**Fergus v. Russel, 270 Ill. 304**

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**Chap. 12 4. Secretary of State. Sect. 5. The duties of the Secretary of State**

The duties of the Secretary of State are for the most part ministerial; in fact, his is a clerical office and its duties are chiefly of a clerical nature, consisting of the filing and keeping of such papers and records as the legislature may direct him to file and keep, the issuance of such licenses as the legislature authorizes him to issue, the custody and care, purchase, and distribution of such public property and supplies as the legislature may direct.

**People v. Mc Cullough, 2 54 Ill. 9**

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**Chap. 124. Secretary of State. Sect. 5. The duties of the Secretary of State**

The legislature cannot absolve the Secretary of State from the performance of his constitutional duties, but he is not independent of the legislature in the performance of ~~those~~ of duties and is subject to its control in all things connected with them, where the constitution has not imposed a limitation upon the power of the legislature.

**People v. Mc Cullough, 254 Ill. 9**

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**Chap. 124. Secretary of State. Sect. 7. Copies of bonds, papers, etc., evidence**

One of the objects of this section is to safeguard bonds by keeping them on file in the office of the Secretary of State, and to obviate the necessity of removing them to be used as evidence upon the trial of cases, where they might become lost.

**People for Use of V. May 198 Ill. App. 625. aff 276 Ill. 332**



Chap. 124 (Cont.)

Certified copies of records as evidence:

Copies of the original daily journals kept by the clerks of the two houses of the legislature, made by persons contracted with or employed for the purpose as authorized and directed by law, in well-bound books furnished by the Secretary of State, pursuant to the duty thereby imposed upon him, and afterwards deposited and kept in his office, held official records in his custody, copies of which certified by him are admissible upon settled rules of evidence, and neither the competency nor the effect of such copies is impaired by the loss or destruction of the daily journals or minutes.

Post v. Supervisors, 105 U.S. 667, 26 L. Ed. 1204

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A certified copy of an official bond which has been deposited in the office of the Secretary of State is admissible in evidence, without proof of the loss of the original.

Ramsay's Estate v. People, 197 Ill. 572.

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The certificate of the Secretary of State, showing what proceedings were had in either branch of the General in relation to the passage of a bill, is competent evidence to show whether the same was passed in the constitutional mode.

Ryan v. Lynch, 68 Ill. 160

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Copies of bonds of circuit clerks deposited with the Secretary of State are admissible in evidence the same as the original when authenticated by the seal of the office of the secretary.

People for Use, etc. v. May 18 198 Ill. App. 625, aff 276 Ill. 332

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Chap. 124. Sect. 5. Duties of Secretary of State.

Scope of power to certify:

The Secretary of State has not right to determine any particular bill or act to be the law not to give a reason why it is a law, not declare that any writing in his possession having the form of an act of the General Assembly, but bearing no marks of authority, is, for any reason that may suggest itself to him, a law, but the fact that a bill may have been procured to be passed through one house by fraud or misrepresentation of one of its members, will not justify him in refusing to give a certified copy of it, after the bill has received the proper authentication, and has been deposited with him as a law.

People v. Hatch, 33 Ill. 9

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Chap. 124 (Cont.) Sect.5.

While the Secretary of State is obligated, when required by any person so to do, to make copies of laws or other records appertaining to his office, and attach thereto his certificate under the seal of State, he cannot be compelled to certify any act to be a law which does not come into his possession as such under and by virtue of the law defining his duties, and so where a bill was placed in his hands by the lieutenant-governor, with the written objections of the Governor thereto to be safely kept until the next meeting of the General Assembly and then laid before the Senate, the Secretary of State was not in possession of the bill as a law and could not be compelled by mandamus to make a certified copy of it as a law.

People v. Hatch. 33 Ill. 9

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**From the Report files of the General Assembly of 1823 (Archives):**

**An Inventory of Books in the Office  
of the Secretary of State April 10th 1823.**

**Hendings Statutes at large Vols. 1, 2, 3, 4, 5, 6. (Checked in pencil,**

**Laws of Illinois (4 Small bound books) (in pencil; 21, 22, 23, 24**

**Laws of North Carolina vols. 1 & 2/**

**Laws of Maine. 2 volumes**

**Massachusetts Reports 2d volume (In pencil; 2 sets**

**Laws of New-York 1813 1st Ditto**

**Statutes of Connecticut (Revision of 1821) 3 volumes**

**Laws of New-Jersey 1 volume**

**American State Papers 12 Books**

**Secret Journals of Congress Vols. 1, 2, 3, 4**

**Hening and Munford reports 4th volume**

**Acts of Kentucky 1821 - 2 books**

**State papers 2d session 15th Congress 3 books**

**Ditto Ditto 1 Ditto 15 Ditto 1 Book marked vol. 8**

**Ditto Ditto 1st ditto 16th do volume 1**

**Do Do 2d do 16th do 1 Book marked vol. 13**

**Journal of H Representatives 2d sess. 14 con. 1 Book**

**House Journal 2d. Sess. 16th con. 1 Book**

**Do Do 1 do 16th do. 1 Book**

**Journal H. Representatives 1st sess. 16 con. 1 Book**

**Journal of the Senate 1 do 16 do. 1 Book**

**Laws of Louisiana for 1822 - 1 Book**

**Laws of the U.S. of 1817 - 1 Book**

**Treasurer's accounts 1st sess. 16th Congress**

**Do Do 2d do 16th Congress**

**Joint Resolution:**

Resolved by the Senate, (the House of Representatives concurring therein) that the judges of the supreme court shall have the use of all the books in the secretary's office, which may be necessary and useful to them while revising and digesting the statutes with leave to take them from the seat of government; and who, on receiving the same, shall receipt therefor to the secretary of state, and take care of, and return the same, on or before the first Monday in December, 1826.

DEPARTMENT OF STATE, )  
Vandalia. Jan.9. 1833.)

To the Honorable.

The Speaker of the Senate.

SIR - In obedience to a resolution of both branches of the General Assembly, requiring this department to make report to the legislature the number of unbound volumes of the laws of congress, and of the different states and territories there are now in the office of the secretary of state, and whether it be necessary to have the same bound in good substantial half binding, and upon what terms the same can be done; I have the honor to submit the following report, viz

No. of unbound pamphlets of the acts of congress		757
from 1818 to 1832, inclusive		
Which would, according to an estimate I have		
made, make		189 vols.
No. of unbound volumes of the state of Maine		17
do. of New Hampshire		32
do. of Massachusetts		50
do. of Connecticut		11
do. of New-Jersey		24
do. of Delaware		29
do. of Maryland		6
do. of Pennsylvania		27
do. of Ohio		4
do. of Virginia		7
do. of Indiana		8
do. of Missouri		18
do. of Vermont		14
do. of Mississippi		14
do. of Alabama		26
do. of Tennessee		17
do. of Louisiana		2
do. of N. Carolina		7
do. of S. Carolina		8
do. of Georgia		10
do. of Rhode Island		5
do. of Michigan		4
do. of Florida		4 - 344

Which, according to a like estimate, would make 89 volumes.

It will be necessary for me here to state, that the laws of New York, a portion of those of Ohio, Kentucky, Maryland, and other states, and not included in the above estimate, were transmitted to this department substantially and well bound.

In regard to the propriety or necessity of binding the acts of congress, and laws of the different states and territories, which are deposited in this office, I would respectfully state, that any individual who will reflect upon the great necessity of our preserving in this department every law or document of a public character in that manner best calculated to preserve it

against injury, will be convinced of the necessity of having all the laws bound in a good and substantial manner. There is no way without this of preventing them from being often defaced, and otherwise greatly injured, during the sessions of the General Assembly. Some portion of almost all the laws of the union are required for the use of the members, and they are scarcely ever returned to the office without being in some degree injured.

On receiving the resolution of your honorable body, I addressed a note to R. Goudy, Esq. a gentleman who has lately established a book bindery in this place, and from some of the specimens of his work, I have no hesitation in saying that he is entirely competent to perform any contract in his line; his answer to my note is herewith enclosed. It will be perceived, by Mr. Goudy's note, that he proposes to bind the whole of the unbound laws at twelve and a half cents per volume or pamphlet; but it will be unnecessary for me to remark that, according to a calculation that I have made, the 756 pamphlets containing the laws of congress will make 189 large volumes. The remaining 344 volumes or pamphlets of laws of the different states and territories, will make 89 volumes of a common size, making in the whole 278 volumes when bound.

The costs of which will be \$137.50.

I have the honor to be Sir,

Your most obedient servant,

A.P. FIELD. Sec. of State.

# INDEPENDENT AGENCIES

Claims, Court of. Rev. Stat. Chap. 37 Sect. 439.1-439.24

Illinois Commerce Commission. Rev. Stat. Chap. 111 2/3 Sect.1-95

Liquor Control Commission. Rev. Stat. Chap. 43 Sect. 97-109  
(Art. III)

Illinois Legislative Council. Rev. Stat. Chap. 63 Sect.33-41

Industrial Commission. Rev. Stat. Chap. 48 ~~XXX~~ Sect.150-163

State Mining Board. Rev. Stat. Chap. 127 Sect.5. 46 (Civil Administrative Code)

Immigrants' Commission. Rev. Stat. Chap.127 Sect.6. 8 (Civil Administrative Code) Attached to Registration and Education Dept.

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

Illinois Public Aid Commission. Rev. Stat. Chap.23 Sect.39~~3~~95

Illinois Racing Commission. Rev. Stat. Chap. 8 Sect. 37a-r.

Illinois Harness Racing Commission. Rev. Stat. Chap.8 Sect.37a-37s.34

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TEACHERS' COLLEGE BOARD Rev. Stat. Chap. 127 Sect.5. 13. 59  
(Civil Administrative Code) Attached to Registration and Education Dept.

Vocational Education Board. Rev. Stat. Chapt. 122 Sect. 694-698

Board of Education for the Blind and Deaf and Dumb. Rev. Stat. Chap.

State Housing Board. Rev. Stat. Chap. 32 Sect.520-549 Attached to Dept. of Public Works and Buildings

Merit System Council. Chap. 34 Sect.67.2

State Soil Conservation Board. Rev. Stat. ~~XXX~~ Chap. 5 Sect. 109-116. espec.

Ohio River Valley Water Sanitation Commission. Rev. Stat. Chap. 111 $\frac{1}{2}$  Sect. 117-121. (Interstate Commission)

Illinois State Superhighway Commission. Rev. Stat. Chap. 121. Sect.314 a2---

Board of Trustees. State Employees' Retirement and Benefit System.

Illinois Veterans' Commission. Rev. Stat. Chap.126 $\frac{1}{2}$  Sect.36-44

State Records Commission. Rev. Stat. Chap. 116 Sect.40-43 (Ex officio)

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## INDEPENDENT AGENCIES

### State Athletic Commission

1925 Created. L 1925 p.164. Amended L 1931/32, 1st spec. sess. p.9; L 1933 p. 184, 176; L1941 v.1 p.247. 248

Appointed: 3 commissioners appointed for 3 year staggered terms, one appointed each year; by Governor. Commission to appoint a secretary

Duties: To enforce act in relation to athletic exhibitions (boxing)

Other Departments: Tax on gross receipts of exhibitions paid to State Treasurer who may make his own examinations if not satisfied.

### Illinois Aeronautics Commission

1931 Created. L 1931 p. 194. Amended L 1933 p. 182; L 1936 p.220; 1941 v. 1 p. 249

Composition: 5 persons appointed by the Governor; "at least two members of the commission must be, or have been, experienced pilots with at least two hundred ... hours of solo flying together with at least three years of practical experience in aeronautics. The Governor shall from time to time designate the member of the commission who shall be its chairman and who shall so serve during the term of his appointment. Three of said persons, including the chairman, shall be appointed for a period of four years from and after the second Monday in January their appointments, and terms for a period of two years from and after the second Monday in January following their appointment, and upon the expiration of the terms of such respective commissioners, the Governor shall appoint their successors, each to serve for a term of four years, and all to serve until their successors are appointed or qualified." As amended L 1941

Duties; "Subject to the provisions of "An act concerning public utilities" approved June 29, 1921, as amended. The commission shall have supervision over the aeronautical activities and facilities within the State. ....

To make annual report to Governor.

To cooperate with federal aeronautics authorities  
Rules and regulations must conform to federal legislation and rules

To keep its rules and regulations on file in Secretary of State's office

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Rules and regulations must conform to federal legislation and rules

To keep its rules and regulations on file in  
Secretary of State's office

## **Illinois Aeronautics Commission (Cont.)**

**May call on circuit courts to hold hearings, compel attendance and production of records, etc.**

**Appeals to circuit or superior court**

**Provisions of the Administrative Review Act (R.S. Chap. 110 Sect. 264-279) applicable.**

**Attorney General to represent Commission in all matters and proceedings before any court.**

**During pendency of any appeal, circuit, superior or supreme court may suspend Commission's orders.**

## **Civil Service Commission**

**1905 Created. L 1905 p. 113. Amended L 1907 p. 203, 204; L 1911 p. 222; L 1913 p. 186; L 1915 p. 322; L 1915/16 P. 28; L 1916, 2d spec. sess. p. 72; 1917. 289; L 1919 p. 291, 292; L 1933 p. 292; L 1939 p. 445 Chap. 24½ Sect. 1-38c**

**Composition: 3 commissioners appointed by Governor by and with advice and consent of Senate. 6 year terms. Commission to select one of its members for president and appoint a chief examiner who shall be Secretary.**

**Duties: To classify State employment, examine applicants, maintain registers of eligibles, investigate complaints, remove and reduce civil service employees in rank for violation of prohibitions against political activity, inefficiency, insubordination, etc., but not because of religious or political opinion or affiliation.**

**Other State departments.**

**Commission to be notified when any office or place of employment is created or abolished, or the compensation attached thereto altered.**

**To make annual report to Governor. The Governor may require a report from said commission at any other time.**

**Unlawful for Auditor to issue any warrant except upon payroll certified by Civil Service Commission.**

**Circuit courts may compel witnesses to testify and produce records before any officer of Commission**

**Prosecutions under act by Attorney General or State's attorney.**

## Illinois Aeronautics Commission (Cont.)

May call on circuit courts to hold hearings, compel attendance and production of records, etc.

Appeals to circuit or superior court

Provisions of the Administrative Review Act (R.S. Chap. 110 Sect. 264-279) applicable.

Attorney General to represent Commission in all matters and proceedings before any court.

During pendency of any appeal, circuit, superior or supreme court may suspend Commission's orders.

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## **Illinois Commerce Commission**

**1921 Created.**

**Composition:** 5 commissioners, term of office 2 years.  
Appointed by Governor by and with advice and consent of Senate.

**Duties:** Regulate intra-state commerce

**Status:** Independent commission. 1921-33 was under Dept. of Trade and Commerce

Oath of office and bond to Governor

Power to hold hearings. Appeal to circuit or superior court, at which Attorney General to represent Commission. Appeals to Supreme Court. Court has authority to suspend order of Commission pending hearing.

## **Liquor Control Commission**

**1934 created.**

**Composition:** 3 members appointed by Governor, not more than 2 of whom shall be members of the same political party. Term 6 years, 2 appointed each biennium.

**Duties:** Receive applications and direct the Department of Finance to issue and revoke licenses to manufacturers, distributors, retailers, etc.

Annual report to Governor

Bond to Governor

Hear appeals from local commissions. Appeal from its decisions to circuit court or superior court

**Legislative Reference Bureau, and Illinois Legislative Council.**  
Not independent commissions but under General Assembly.

## **Illinois Public Aid Commission**

**1941 Created.**

**Composition:** Auditor of Public Accounts, State Treasurer, and the Director of Finance, ex officio and 7 members appointed by the Governor for 2 year terms.

**Duties:** To cooperate with and investigate complaints against local agencies charged with duty of poor relief.

To allocate and pro-rate relief fund.

With consent of Governor, to act as agent of State for receipt and disbursement of federal funds or commodities.

Administer old age assistance and aid to dependent children acts, also blind assistance act

Choose county welfare department employees subject to Merit System Council examinations and rating

Control finances of county departments of public welfare, prescribing forms for their use, subject to annual audit by Auditor of Public Accounts.

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## **Illinois Racing ~~XXXXXXXXXX~~ Board**

**1933 Created**

**3 members, not more than 2 of same political party, appointed by Governor.**

**Bond to Governor.**

**To supervise horse racing in State. Issue licenses Proceeds of licenses paid into agricultural premium fund Hearings, at which Attorney General to be present if requested**

**Duty of Attorney General to enforce Horse Racing Act Governor may, upon request of Board, order local law enforcing agencies to post deputies during races**

**Harness**

## **Illinois/~~XXXX~~ Racing Commission.**

**1945 created.**

**3 members appointed by Governor by and with advice and consent of Senate. 6 year terms. 2 appointed each biennium**

**To license harness racing, pari-mutuel betting, etc. Hearings. Subject to Judicial Review Act Oath of office and bond to Governor**

## **Illinois Veterans' Commission**

**1945 created.**

**3 veterans of World War I or II, not more than 2 of same party, appointed by Governor, by and with advice and consent of Senate.**

**Advisory committee to consist of all elective state officers, directors of the several state departments and superintendent of Division of Veterans' Service**

**Governor, by and with advice and consent of Senate to appoint an Administrator and 2 Assistant Administrators. Administrator to serve as secretary**

**Services of specified sorts, to veterans.**

**Administrator, with approval of commission, to appoint employees, who shall not be subject to civil service**

**To make rules and regulations; make and publish annual reports to Governor, advise administrator in problems concerning the welfare ~~XXXXXXXXXX~~ of veterans' and their dependents.**



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**To make rules and regulations; make and publish annual  
reports to Governor, advise administrator in pro-  
blems concerning the welfare ~~ANDXXXXXX~~ of veterans'  
and their dependents.**

Art. V. Executive Dept.

Sec. 20. ... An account shall be kept by the officers of the executive department, and of all the public institutions of the state, of all moneys received or disbursed by them, severally, from all sources, and for every service performed, and a semi-annual report thereof made to the governor, under oath; and any officer who makes a false report shall be guilty of perjury, and punished accordingly.

Sec. 21. The officers of the executive department, and of all the public institutions of the state, shall, at least ten days preceding each regular session of the general assembly, regularly report to the governor, who shall transmit such reports to the general assembly. ~~together with the reports of the judges. "~~; and the governor may at any time require information, in writing, under oath, from the officers of the executive department, and all officers and managers of state institutions, upon any subject relating to the condition, management and expenses of their respective offices.



Sect. 28. Contracts for buildings and supplies - Advertisement

Bids - Official Newspaper (applies to Code Dept.)

Construction exceeding \$1,000 to be let to lowest responsible bidder

Supplies for the several departments - purchased in large quantities - lowest bidder

All such contracts approved by governor  
etc.

Sect. 30. Disposal of unserviceable property. Applies to code dept  
Others too?

Sect. 33. Making and serving reports and notices after  
abolishment of office or transfer of duties (applies to  
code depts.)

Sect. 36. Powers of Dept. of Finance.

"The several departments" Par. 1-6

Par. 7. To examine, at any and all times, the accounts  
of every private corporation, institution, association  
or board receiving appropriations from the General  
Assembly,

Par. 8. Report ~~irregularities~~ ..., illegal expenditures or  
misappropriation of public property to attorney  
General

Par. 9. To examine and approve, or disapprove, vouchers,  
bills and claims of the several departments, and  
such as are by law made subject to the approval  
of the Governor, and no voucher, bill or claim of any  
department shall be allowed without its approval  
and certificate

etc.

## Code

Sect. 37. Preparation of state budget

Sect. 38. Governor to submit budget to LG with recommendation

Sect. 39. Each dept must submit estimate of expenditures before appropriation is available

State Contracts Act of 1915 as amended

R.S. Chap. 127 Sect. 64 - 126

Sect. 64. Printing, stationery, etc. let by contract to lowest bidder. Definitions

Sect. 66. General powers & duties of Dept. of Finance  
Enforce act. Make biennial reports to Governor, and  
well recommend retrenchments

Sect. 68. Advertisements for bids by Dept. of Finance

Sect. 75. No contract with state officers, etc.

Sect. 80. Supervision of printing - style & materials  
- Dept. of Finance

Sect. 82. All printing requisitioned thru Finance dept. on forms prescribed by it

Sect. 83. Determination of number of counties for any officer, board, commission or department under supervision of governor determined by Dept. of Finance

Sect. 96. Reports to be edited before submission to Dept. of Finance. Rules

Sect. 97. Number of copies of reports determined by Governor

Sect. 99. Leaflets, pamphlets, folders, etc. by Secretary of State

Sect. 113. Manner of distribution

Sect. 123. All appropriations for paper, etc., no part of Finance

## State Contracts Act (Cont.)

Sect. 125. Verification of accounts, payment, by Dept. of Finance

Sect. 126. Report by Dept. of Finance to Governor on all expenditures for printing, etc.

## Inventory of State Property Act of 1913

R.S. Chap. 127 Sect. 133-133b

Annual inventory to Auditor

## State Finance Act of 1919

R.S. Chap. 127 Sect. 137-167. Especially

Sect. 139. Executive officers and public institutions,

Biennial report

Sect. 145. Securing of warrants - restrictions on disbursements

Sect. 146. Securing, certification and approval of vouchers for ordinary and contingent expenses

Sect. 147. Securing, certification and approval of vouchers for fixed charges

Sect. 148. Vouchers for traveling expenses

Sect. 149. Classification of objects and purposes of appropriations - Appropriations for other purposes

Sect. 150 - ~~148 to~~ 160 Definitions

Sect. 161. For what period appropriation available

Sect. 162. For what period appropriation per annum

Sect. 163. Warrants may issue until what time

Sect. 165. Payment of salaries of state employees - Schedule

Sect. 166. Indebtedness exceeding appropriation prohibited

Sect. 166a. State officers or employees advocating overthrow of government by force, etc.

Sect. 167. Copies of certain contracts to be filed

Standard state position and salary rates act of 1943  
Chap. 127 Sect. 168 ff

Payment of public money into State Treasury. Act of 1911  
Chap. 127 Sect. 170. To whom act applies

Sect. 171 - Accounts, Statement of receipts, etc. Payment into  
State Treasury

Sect. 174. Auditor to examine books

Sect. 170-176

Funds & commodities from federal government. Act of 1943  
Chap. 127 Sect. 176 b

Receipt & disbursement by Governor. Governor may designate  
an officer, dept or agency to receive

Illinois Budgetary Commission. Act of 1937

Chap. 127 Sect. 193-200

LEGISLATION--ILLINOIS--ARCHIVES, 1939; 1941; 1943



January 28, 1939

Miss Rogers:

In accordance with your instructions, I herewith submit some suggestions for a modification of the present law relating to the administration of archives.

There are few laws of general application relating to records on the Statute books, but many scattered instructions in the various laws relating to the various state departments and county offices. The following seem to be the only laws of general application:

Smith-Hurd (1933 ed.)

Chapter 51. Evidence. Courts' authority to demand records; printed laws, court reports, etc. as evidence; certified copies, etc.

Records. Chapter 116:

An act to provide for the restoration of court records which have been lost or destroyed. Approved Mar. 19, 1872. (As amended)

An act to remedy the evils consequent upon the destruction of any public records by fire or otherwise. Approved Apr. 9, 1872. (As amended)

Chapter 38/ Criminal code:

Sect. 401. Larceny and falsifying public records.

Sect. 461. Withdrawing records, etc. and withholding from successors.

I recommend that we wait for the report from the Commission on Uniform State Laws before attempting to enact a general law relating to records, but that we amend the law relating to the powers and duties of the Archives Division as suggested in the report accompanying this note of transmissal.

Respectfully submitted,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

**AN ACT AMENDING SECTION 8 OF THE NATIONAL ARCHIVES ACT,  
APPROVED JUNE 22, 1936.**

**(Public, No. 756, 74th. Cong.)**

**An act to amend section 8 of the Act entitled "An act to establish a National Archives of the United States Government, and for other purposes", approved June 19, 1934.**

**Be it enacted by the Senate and the House of Representatives of the United States of America in Congress assembled, That section 8 of the Act entitled "An act to establish a National Archives of the United States Government, and for other purposes", approved June 19, 1934 (48 Stat. 1123; U.S.C. title 40, ch. 2A, sec. 238) be, and the same is hereby, amended to read as follows:**

**"The National Archives shall have an official seal, which shall be judicially noticed.**

**"The Archivist of the United States may make or reproduce and furnish authenticated or unauthenticated copies of any of the documentary, photographic or other archives or records in his custody that are not exempt from examination as confidential or protected by subsisting copyright, and may charge therefor a fee sufficient to cover the cost or expenses thereof. There shall be no charge for the making or authentication of such copies or reproductions furnished to any department or other agency of the Government for official use. When any such copy or reproduction furnished under the terms hereof is authenticated by the official seal of The National Archives and certified by the Archivist of the United States or in his name attested by the head of any office or the chief of any division of The National Archives designated by the Archivist with such authority, it shall be admitted in evidence equally with the original from which it was made."**

**Approved, June 22, 1936.**

## Illinois Archives Law

### Suggestions for Revision

Jan. 31, 1939

The law under which the Archives Division of the Illinois State Library is operating is too vague and general to be effective under the enlarged program of the Division. Basically the law consisted of two sections of the State Library Law (Smith-Rurd Chapter 128). Section 2 of this law authorizes the Secretary of State as state librarian, to establish three or more divisions of the library one being the Archives Division. Section 13 in rather broad terms authorizes any state official to transfer any non-current record to the archives.

Professor Newsome discussed archival legislation in his Presidential Address before the Society of American Archivists last October. The Council of the Society, on his suggestion, instructed him to form a committee to work with a sub-committee, which has been appointed by the Interstate Commission on Uniform State Laws.

Appended is a list of the topics mentioned by Mr. Newsome, slightly rearranged.

Laws relating to the making, preservation and use of records from the point of the official creating the records are already in the Illinois Statutes. These laws while neither perfect, complete nor fully enforced, will do until a uniform bill is ready for presentation. The weak point in the Illinois law is the law governing the Archives Division itself. I suggest, therefore, that at this session of the General Assembly we try to clarify and stiffen the laws relating to the transfer and custody of records by the Archives Division.

The National Archives law may well be used as our model, adapting it to local conditions. I think consideration should be given to the following points:

1. The Archives Division should be retained as a Division of the State Library. The arguments pro and con are as follows:

For the present set-up:

Consolidation of governmental agencies is in the air and it is unlikely that the Archives would long remain an independent agency.

Some people think that because the work of the Archives Division is more closely allied to that of the Historical Library it should be a part of that organization. This point was carefully weighed at the time the Archives Division was established and the present set-up was recommended by the Historical Library which sponsored the establishment of the Archives Division.

- a. Since the Constitution and established law and custom make the Secretary of State the custodian of certain archives, especially those of the General Assembly and make him the recording officer for the Governor, there is some question as to the constitutionality of a law transferring those records to an institution not under the Secretary of State.
- b. The universal experience of archival establishments under historical societies is that they are treated like step-children and function as historical agencies not as vital cogs in governmental machinery.

From a personal point of view I prefer to have some one else worry about appropriations and administrative problems.

Against having the Archives Division in the State Library  
The ideal organization is "a distinct, independent agency, governed by a non-salaried, non-political board appointed for long, overlapping terms".

Archives work employs a technique quite different from that of a library, its personnel has different qualifications and duties, and it serves a different clientele. Archivists in general seem to fear library domination.

The necessarily large appropriations required for the Archives Division throws the State Library budget out of balance. Unfavorable comparisons are made with other State Libraries not doing archival work, and both budgets are curtailed.

2. Personnel. Appointments to all positions in the archives should be put upon a truly professional plane, and salaries adjusted accordingly. The National Archives requires a Ph.D. degree for all but minor positions.

The chief archivist and the assistant archivist should be appointed for professional proficiency but since personality has much to do with the archivist's success in dealing with the public and with other officials, it would be difficult to devise a suitable civil service test for these two positions.

Present civil service laws will cover appointments to assistant's positions if the budget is properly worded.

3. The Archives Building and Grounds should be put under the exclusive jurisdiction of the elective State officer under whom the Archives Division may function. The law should not be worded "The Secretary of State", but "The State Librarian." I make this recommendation with several points in mind.

a. It is essential that the future necessary expansion of the Archives vaults should not be blocked by the erection of an unrelated building between the Archives Building and Edwards St.

b. The State Librarian would have unquestioned authority to prescribe suitable rules and regulations for the administration of the building. Under the present set-up there is an undercurrent of feeling "What greater right has the Secretary of State to make regulations respecting the space allotted to my department in the Archives Building than he has about my offices and vaults in the Capitol?"

c. Watchmen and janitors would be appointed by the State Librarian and be subject to his orders only. At present at least one watchman is an appointee of the State Treasurer. I can conceive of a Superintendent of Buildings and Grounds who should be less sympathetic and cooperative than Mr. Malloy.

4. The National Archives has a National Archives Council which "shall define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer; and shall have power to advise the Archivist in respect to regulations governing the disposition and use of the archives and records transferred to his custody."

I recommend the establishment of a similar Council here, for the following reasons:

- a. It would make for a more sympathetic attitude on the part of other officials who may now feel "Why should I turn over my records to the Secretary of State?" If these officials had some part, no matter how small, in formulating the policies of the Archives, I believe they would be more interested in its welfare and cooperate in getting appropriations.
- b. A council with authority to requisition records might bring some records which belong in the archives but which are now not only being withheld but to which the public is denied its legal right of access because of inadequate administration.
- c. The Archives Building obviously will not hold all the records which the Attorney General has ruled must be kept. It is unfair both to the departments and to the Archives Division not to have a permanent commission constantly studying and advising with the archivist about categories of records for transfer to the Archives, to the departmental vaults, for reduction by microphotography and for recommendation for destruction.

#### Personnel of the Council.

The National Archives Council is "composed of the Secretaries of each of the executives of the departments of the Government (or an alternate from each department to be named by the Secretary thereof), the chairman of the Senate Committees on the Library, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Archivist of the United States." and House

For the Illinois Council I suggest the following officers:

The Secretary of State (The Secretary of the Department of State was elected Secretary of the National Archives Council)  
 The Governor  
 The Auditor of Public Accounts.  
 The State Treasurer.  
 The Superintendent of Public Instruction.  
 The Attorney General  
 The Clerk of the Supreme Court.  
 The Lieutenant Governor, representing the Senate.  
 The Speaker of the House.  
 One director of the Code Departments and representing all directors, appointed by the Governor.  
 The Superintendent of Library Divisions.  
 The Librarian of the Illinois State Historical Library (representing the interests of historians).  
 The Librarian of the University of Illinois.  
 The Superintendent of the Archives Division.

Powers and duties of the Council.

There are both advantages and disadvantages in having the Illinois Council an advisory body only. I

should like to have them have power to requisition records but since the Illinois Archives Division

is not an independent agency like the National Archives, the council should not be able to wrest the ultimate authority away from the Secretary of State. The wording of the National Archives law should also be altered to take cognizance of the distinctions made here between semi-current and non-current records and departmental and archives vaults. This Council might also be given power to advise the General Assembly with respect to reduction and destruction of records as noted below.

No representatives of local record producing agencies are represented on this board. There should be a separate board to advise on such matters as will be noted below.

In view of the expected influx of records as soon as equipment becomes available, I would respectfully recommend that these officials be invited to organize an informal advisory board this spring. Whether or not it actually functioned, the gesture of seeking their advice might forestall criticisms that the Archives building is being administered in a high-handed manner.

5. The Archives Division should have a seal which shall be judicially recognized. I recommend copying the wording of section 8 of the National Archives law as amended. So long as the Archives Division is going to have to go to the departments of origin for certified copies, it will be difficult to enforce the provision that records transferred to the Archives proper become subject to the absolute jurisdiction of the Archives Division. This seal should of course be used with discretion with respect to comparatively recent records which might come into the Archives Division.

6. Local archives.

- a. Repeal the 1907 law authorizing the transfer of local archives to any incorporated historical society, the University of Illinois Library or the Illinois State Historical Society. Add words covering local archives (county, judicial, municipal, township, town or other local governing (taxing?) agency) to words permitting transfer by a State official.
- b. Form an advisory council on local archives composed of members nominated by the various organizations of officials such as the county clerks, probate clerks, Illinois Municipal League. I do not think I would enact this into law, but simply appoint such an unofficial board and let them formulate a program for our work with local archives and for improved record laws. Some states notably Massachusetts, Connecticut and New York exercise State supervision over local records but Illinois is not ready for that.

7. What records may be transferred?

The Archives Division should be authorized to accept legal custody of records transferred by any official charged by law with the custody of records whether judicial, State, county, city, town or other legal administrative division. Acceptance of proffered records to be at option of the State Librarian as now.

Any official charged with the custody of records should be authorized to transfer the same to the absolute jurisdiction and custody of the Archives Division.

This is a permissive law. The National Archivist has authority to requisition for any archives, under section 3. This would be an alternative to the suggestions in two paragraphs immediately above. It sounds fine, but in practice the Archivist does not find it advisable to assert those rights. On the other hand, it does cover cases where records are endangered through the neglect of the officials. This neglect is most manifest in the counties and I doubt if the State would have power to take the records which are the property of the counties.

8. Reduction and destruction of useless records.

I understand that a bill is to be introduced this session which would empower either a certain department (Finance) or all departments, to put certain records on film and to destroy the originals. At present no records may be destroyed without a special authorization of the General Assembly. Automobile license applications and elections petitions are, so far as I can ascertain, the only records which can be destroyed under a blanket authority.

European countries almost universally provide for a commission to pass upon the destruction of records. The commission must represent at least the cabinet member and division head to which the records appertain, the archivist and a representative of historical interests and usually a representative of the bar or bench or both. The National Archives Council makes recommendations to Congress concerning destruction of records.

Since archivists are not yet agreed upon the proper wording for a law covering this point, I believe the State Council recommended above should be authorized to advise the General Assembly on the proposed destruction of suggested categories. Without having seen the proposed law I am not certain how to advise the handling of the situation. It would be desirable to include any law relating to this subject in our archives law and to tie up the exercise of the function with the Council.



## **Archives and Record Laws**

- 1. The making, preservation and use of records from the point of view of the official in whose office they originate.**
  - A. Laws requiring public officers to make all records necessary to a full knowledge of the activities of his office, and designating him as legal custodian of those records.**
  - B. Making of the records.**
    1. Quality of paper and ink.
  - C. Storage of the records.**
    1. Requirements as to vaults, safes, storerooms, containers, etc.
  - D. Safeguards against loss or tampering**
    1. Penalties against malicious, wilful or fraudulent altering, defacing, mutilating, removing, stealing falsifying and destroying.
    2. Private traffic and lending by custodian forbidden.
    3. Recovery of public records in private possession.
    4. Transfer of records from negligent custodians.
    5. Delivery of records to successor and responsibility of both for such delivery.
    6. Custody of records of defunct agencies.
      - a. Transfer of records with transfer of function.
      - b. Transfer to a designated agency when the function as well as the agency is discontinued.
    7. Restoration by copies and transcripts of lost, missing or destroyed archives.
      - a. Such copies or transcripts as legal evidence.
  - E. Public use of the records.**
    1. The public's right of access; restrictions on public use.
    2. Certification; fees.
  - F. Destruction of useless records.**
    1. Unauthorized destruction forbidden.
    2. Authorized destruction.
    3. Place of micro-film copies in reduction of records
    4. Reduction of records by adoption of simplified and uniform forms.
  - G. State supervision over local records.**
- 2. The administration of records as archives.**
  - A. The archival agency.**
  - B. Legal definition of archives.**
  - C. Powers and duties.**

**AN ACT AMENDING SECTION 8 OF THE NATIONAL ARCHIVES ACT,  
APPROVED JUNE 22, 1936.**

**(Public, No. 756, 74th. Cong.)**

**An act to amend section 8 of the Act entitled "An act to establish a National Archives of the United States Government, and for other purposes", approved June 19, 1934.**

**Be it enacted by the Senate and the House of Representatives of the United States of America in Congress assembled, That section 8 of the Act entitled "An act to establish a National Archives of the United States Government, and for other purposes", approved June 19, 1934 (48 Stat. 1123; U.S.C. title 40, ch. 2A, sec. 238) be, and the same is hereby, amended to read as follows:**

**"The National Archives shall have an official seal, which shall be judicially noticed.**

**"The Archivist of the United States may make or reproduce and furnish authenticated or unauthenticated copies of any of the documentary, photographic or other archives or records in his custody that are not exempt from examination as confidential or protected by subsisting copyright, and may charge therefor a fee sufficient to cover the cost or expenses thereof. There shall be no charge for the making or authentication of such copies or reproductions furnished to any department or other agency of the Government for official use. When any such copy or reproduction furnished under the terms hereof is authenticated by the official seal of The National Archives and certified by the Archivist of the United States or in his name attested by the head of any office or the chief of any division of The National Archives designated by the Archivist with such authority, it shall be admitted in evidence equally with the original from which it was made."**

**Approved, June 22, 1936.**

## Illinois Archives Law

### Suggestions for Revision

Jan. 31, 1939

The law under which the Archives Division of the Illinois State Library is operating is too vague and general to be effective under the enlarged program of the Division. Basically the law consists of two sections of the State Library Law (Smith-Hurd Chapter 128). Section 2 of this law authorizes the Secretary of State as state librarian, to establish three or more divisions of the library one being the Archives Division. Section 13 in rather broad terms authorizes any state official to transfer any non-current record to the archives.

Professor Newsome discussed archival legislation in his Presidential Address before the Society of American Archivists last October. The Council of the Society, on his suggestion, instructed him to form a committee to work with a sub-committee, which has been appointed by the Interstate Commission on Uniform State Laws.

Appended is a list of the topics mentioned by Mr. Newsome, slightly rearranged.

Laws relating to the making, preservation and use of records from the point of the official creating the records are already in the Illinois Statutes. These laws while neither perfect, complete nor fully enforced, will do until a uniform bill is ready for presentation. The weak point in the Illinois law is the law governing the Archives Division itself. I suggest, therefore, that at this session of the General Assembly we try to clarify and stiffen the laws relating to the transfer and custody of records by the Archives Division.

The National Archives law may well be used as our model, adapting it to local conditions. I think consideration should be given to the following points:

1. The Archives Division should be retained as a Division of the State Library. The arguments pro and con are as follows:

For the present set-up:

Consolidation of governmental agencies is in the air and it is unlikely that the Archives would long remain an independent agency.

Some people think that because the work of the Archives Division is more closely allied to that of the Historical Library it should be a part of that organization. This point was carefully weighed at the time the Archives Division was established and the present set-up was recommended by the Historical Library which sponsored the establishment of the Archives Division.

- a. Since the Constitution and established law and custom make the Secretary of State the custodian of certain archives, especially those of the General Assembly and make him the recording officer for the Governor, there is some question as to the constitutionality of a law transferring those records to an institution not under the Secretary of State.

- b. The universal experience of archival establishments under historical societies is that they are treated like step-children and function as historical agencies not as vital cogs in governmental machinery.

From a personal point of view I prefer to have some one else worry about appropriations and administrative problems.

Against having the Archives Division in the State Library  
The ideal organization is "a distinct, independent agency, governed by a non-salaried, non-political board appointed for long, overlapping terms".

Archives work employs a technique quite different from that of a library, its personnel has different qualifications and duties, and it serves a different clientele. Archivists in general seem to fear library domination.

The necessarily large appropriations required for the Archives Division throws the State Library budget out of balance. Unfavorable comparisons are made with other State Libraries not doing archival work, and both budgets are curtailed.

2. **Personnel.** Appointments to all positions in the archives should be put upon a truly professional plane, and salaries adjusted accordingly. The National Archives requires a Ph.D. degree for all but minor positions. The chief archivist and the assistant archivist should be appointed for professional proficiency but since personality has much to do with the archivist's success in dealing with the public and with other officials, it would be difficult to devise a suitable civil service test for these two positions. Present civil service laws will cover appointments to assistant's positions if the budget is properly worded.
3. The Archives Building and Grounds should be put under the exclusive jurisdiction of the elective State officer under whom the Archives Division may function. The law should not be worded "The Secretary of State", but "The State Librarian." I make this recommendation with several points in mind.
  - a. It is essential that the future necessary expansion of the Archives vaults should not be blocked by the erection of an unrelated building between the Archives Building and Edwards St.
  - b. The State Librarian would have unquestioned authority to prescribe suitable rules and regulations for the administration of the building. Under the present set-up there is an undercurrent of feeling "What greater right has the Secretary of State to make regulations respecting the space allotted to my department in the Archives Building than he has about my offices and vaults in the Capitol?"
  - c. Watchmen and janitors would be appointed by the State Librarian and be subject to his orders only. At present at least one watchman is an appointee of the State Treasurer. I can conceive of a Superintendent of Buildings and Grounds who should be less sympathetic and cooperative than Mr. Malloy.
4. The National Archives has a National Archives Council which "shall define the classes of material which shall be transferred to the National Archives Building and establish regulations governing such transfer; and shall have power to advise the Archivist in respect to regulations governing the disposition and use of the archives and records transferred to his custody." I recommend the establishment of a similar Council here, for the following reasons:

- a. It would make for a more sympathetic attitude on the part of other officials who may now feel "Why should I turn over my records to the Secretary of State?" If these officials had some part, no matter how small, in formulating the policies of the Archives, I believe they would be more interested in its welfare and cooperate in getting appropriations.
- b. A council with authority to requisition records might bring some records which belong in the archives but which are now not only being withheld but to which the public is denied its legal right of access because of inadequate administration.
- c. The Archives Building obviously will not hold all the records which the Attorney General has ruled must be kept. It is unfair both to the departments and to the Archives Division not to have a permanent commission constantly studying and advising with the archivist about categories of records for transfer to the Archives, to the departmental vaults for retention by microphotography and for reclassification for destruction.

#### Personnel of the Council.

The National Archives Council is "composed of the ~~Secretaries of each of the executives of the~~ department Government (or an alternate from each department to be named by the Secretary thereof), ~~Chairman of the Senate Committee on the~~ and House Library, the Librarian of Congress, the Secretary of the Smithsonian Institution, and the Archivist of the United States."

For the Illinois Council I suggest the following officers:

The Secretary of State (The Secretary of the Department of State was elected Secretary of the National Archives Council)  
 The Governor  
 The Auditor of Public Accounts.  
 The State Treasurer.  
 The Superintendent of Public Instruction.  
 The Attorney General  
 The Clerk of the Supreme Court.  
 The Lieutenant Governor, representing the Senate.  
 The Speaker of the House.  
 One director of the Code Departments and representing all directors, appointed by the Governor.  
 The Superintendent of Library Divisions.  
 The Librarian of the Illinois State Historical Library (representing the interests of historians).  
 The Librarian of the University of Illinois.  
 The Superintendent of the Archives Division.

#### Powers and duties of the Council.

There are both advantages and disadvantages in having the Illinois Council an advisory body only. I

should like to have them have power to requisition records but since the Illinois Archives Division

is not an independent agency like the National Archives, the council should not be able to wrest the ultimate authority away from the Secretary of State. The wording of the National Archives law should also be altered to take cognizance of the distinctions made here between semi-current and non-current records and departmental and archives vaults. This Council might also be given power to advise the General Assembly with respect to reduction and destruction of records as noted below.

No representatives of local record producing agencies are represented on this board. There should be a separate board to advise on such matters as will be noted below.

In view of the expected influx of records as soon as equipment becomes available, I would respectfully recommend that these officials be invited to organize an informal advisory board this spring. Whether or not it actually functioned, the gesture of seeking their advice might forestall criticisms that the Archives building is being administered in a high-handed manner.

5. The Archives Division should have a seal which shall be judicially recognized. I recommend copying the wording of section 3 of the National Archives law as amended. So long as the Archives Division is going to have to go to the departments of origin for certified copies, it will be difficult to enforce the provision that records transferred to the Archives proper become subject to the absolute jurisdiction of the Archives Division. This seal should of course be used with discretion with respect to comparatively recent records which might come into the Archives Division.

#### 6. Local archives.

a. Repeal the 1907 law authorizing the transfer of local archives to any incorporated historical society, the University of Illinois Library or the Illinois State Historical Society. Add words covering local archives (county, judicial, municipal, township, town or other local governing (taxing?) agency) to words permitting transfer by a State official.

b. Form an advisory council on local archives composed of members nominated by the various organizations of officials such as the county clerks, probate clerks, Illinois Municipal League. I do not think I would enact this into law, but simply appoint such an unofficial board and let them formulate a program for our work with local archives and for improved record laws.

Some states notably Massachusetts, Connecticut and New York exercise State supervision over local records but Illinois is not ready for that.

#### 7. What records may be transferred?

The Archives Division should be authorized to accept legal custody of records transferred by any official charged by law with the custody of records whether judicial, State, county, city, town or other legal administrative division. Acceptance of proffered records to be at option of the State Librarian as now.

Any official charged with the custody of records should be authorized to transfer the same to the absolute jurisdiction and custody of the Archives Division.

This is a permissive law. The National Archivist has authority to requisition for any archives, under section 3. This would be an alternative to the suggestions in two paragraphs immediately above. It sounds fine, but in practice the Archivist does not find it advisable to assert these rights. On the other hand, it does cover cases where records are endangered through the neglect of the officials. This neglect is most manifest in the counties and I doubt if the State would have power to take the records which are the property of the counties.

### 8. Reduction and destruction of useless records.

I understand that a bill is to be introduced this session which would empower either a certain department (Finance) or all departments, to put certain records on film and to destroy the originals. At present no records may be destroyed without a special authorization of the General Assembly. Automobile license applications and elections petitions are, so far as I can ascertain, the only records which can be destroyed under a blanket authority.

European countries almost universally provide for a commission to pass upon the destruction of records. The commission must represent at least the cabinet member and division head to which the records appertain, the archivist and a representative of historical interests and usually a representative of the bar or bench or both. The National Archives Council makes recommendations to Congress concerning destruction of records.

Since archivists are not yet agreed upon the proper wording for a law covering this point, I believe the State Council recommended above should be authorized to advise the General Assembly on the proposed destruction of suggested categories. Without having seen the proposed law I am not certain how to advise the handling of the situation. It would be desirable to include any law relating to this subject in our archives law and to tie up the exercise of the function with the Council.



## **Archives and Record Laws**

- 1. The making, preservation and use of records from the point of view of the official in whose office they originate.**
  - A. Laws requiring public officers to make all records necessary to a full knowledge of the activities of his office, and designating him as legal custodian of those records.**
  - B. Making of the records.**
    - 1. Quality of paper and ink.**
  - C. Storage of the records.**
    - 1. Requirements as to vaults, safes, storerooms, containers, etc.**
  - D. Safeguards against loss or tampering:**
    - 1. Penalties against malicious, willful or fraudulent altering, defacing, mutilating, removing, stealing falsifying and destroying.**
    - 2. Private traffic and lending by custodian forbidden.**
    - 3. Recovery of public records in private possession.**
    - 4. Transfer of records from negligent custodians.**
    - 5. Delivery of records to successor and responsibility of both for such delivery.**
    - 6. Custody of records of defunct agencies.**
      - a. Transfer of records with transfer of function.**
      - b. Transfer to a designated agency when the function as well as the agency is discontinued.**
    - 7. Restoration by copies and transcripts of lost, missing or destroyed archives.**
      - a. Such copies or transcripts as legal evidence.**
  - E. Public use of the records.**
    - 1. The public's right of access; restrictions on public use.**
    - 2. Certification; fees.**
  - F. Destruction of useless records.**
    - 1. Unauthorized destruction forbidden.**
    - 2. Authorized destruction.**
    - 3. Place of micro-film copies in reduction of records**
    - 4. Reduction of records by adoption of simplified and uniform forms.**
  - G. State supervision over local records.**
- 2. The administration of records as archives.**
  - A. The archival agency.**
  - B. Legal definition of archives.**
  - C. Powers and duties.**

## Requirements of Archives Law

National Archives

### Appointments:

All persons... shall be appointed by the Archivist solely with reference to their fitness for their particular duties & without regard to civil-service law. Those with salaries over \$5000 apptd by Pres & confirmed by Sen

Authority to inspect personally or by deputy & to require such records as Nat. Archives Council shall approve for such transfer, & he shall have authority to make regulations for the arrangement, custody, use and withdrawal of material deposited in the Nat Archives Bldg.

Proviso dept head may "for limited periods, not exceed, in duration his tenure of that office, exempt from exam. & consultation by officials, private individuals, or any other persons such confidential matter coming from his dept or office, as he may deem wise

4 Customs of bldg

5 Nat. Hist. Publication com

6 National Archives Council

Secretaries of each of the executive depts of the Govt (or an alternate from each dept to be named by the Sec'y thereof), the Chairman of the House & Sen Com on the Library, the Librarian of Congress, the Secretary of the Smithsonian Institution & the Archivist of the

US

The said Council shall define the classes of material which

## Nat. Archives

shall be transferred to the Nat. Archives Bldg + shall have power to advise the Archivist in respect to regulations governing the disposition and use of the archives and records transferred to his custody.

7. Motion pictures + sound recordings

8. Seal. Enacted 1936

9. Annual report to Congress, including a detailed statement of all accessions + all receipts + expenditures on account of the said estab. Transmit recommendation of Com on Nat Hist Pubx on Jan 1 of each year, with the approval of the Council, a list or description of the papers, documents + so forth (among the archives + records of the Govt), which appear to have no permanent value or historical interest, + which, with the concurrence of the Government agency concerned, and subject to the approval of Congress, shall be destroyed or otherwise effectively disposed of

10. Appropn Budget

11. All ~~parts~~ Acts or parts of Acts relating to the charge and superintendency, custody, preservation + disposition of official papers and documents of executive departments and other governmental agencies inconsistent with the provisions of this Act are hereby repealed.

# Newsome

Minimum ages for transferable archives - 3 to 100 yr. - advice or

Permissive authority to collect + administer non-current state and local archives

A distinct, independent archival agency, governed by a non-salaried, non-political board appointed for long, overlapping terms

State regulation and supervision should supplement the system of local departmental control

Should clearly define public archives

Del, La, Md, Mass, N Y, N C

In legal phraseology, they define public archives as the records that have accumulated in the conduct of the business of any governmental agent, office or institution

2. General laws definitely requiring each public officer to make all records necessary to a full knowledge of the activities of his office and designating them as the legal custody of the records

Ala, Mass, N.C. & Wis.

3. Quality of paper + ink

4. & enables for abuse

Malicious, wilful or fraudulent altering, defacing, mutilating, removing, stealing, falsifying and destroying. Including private traffic and lending by custodians

~~Delivery of public office~~

5. Public officials required to deliver pub records to successor  
Responsibility of successor to demand records. Filing of official oath of delivery + successor's receipt

6. Recovery of public archives in private possession

7. Copies + transcripts. Court order for transfer from negligent custodian

12. Certification; fees
13. Archival act as evidence
14. Inventory
15. Microfilm copying
16. Simplified + uniform
17. Free exchange

1. Any court records before 1801
2. Protection of lost, missing or destroyed archives
3. Protection of deposit archives or transfer of jurisdiction
4. Transfer of records
5. Availability

## Suggestions for Law

Seal & authority to use - § 8 not archive

What records may be transferred

Destruction of records

Legal - §

Penalties

Receipts - involving fund

Repairs

Auditor - land office

## ARCHIVES LEGISLATION

February 7, 1939

### REDUCTION AND DESTRUCTION OF USELESS RECORDS.

Objects to be accomplished:

1. No records to be destroyed without consent of the Archives Division. Many records no longer of legal value or interest to the department of origin frequently have great potential historical value.
2. No records to be destroyed without legal advice, preferably from the Supreme Court.
3. No records to be destroyed or reduced to micro-film without specific enabling legislation.
4. No general laws authorizing destruction of certain categories of records should be passed. For instance, a general law authorizing the destruction of correspondence more than twenty-five years old would result in the destruction of extremely interesting material in some instances - for instance, Black Hawk war records in the Governor's correspondence. Other correspondence could be destroyed in part within a very few years. In other words, each series of records should receive individual consideration before being recommended for destruction.
5. There should be an ex officio commission, whose membership would change ~~XXXX~~ in accordance with the origin of the records under consideration. This commission should consist of
  1. The Elective State Officer or Director of the Code Department to which the records under consideration for destruction or reduction appertain; or his delegate.
  2. The Head of the Division and the Chief Clerk of the Division to which said records appertain.
  3. The Superintendent of the Archives Division.
  4. A Justice of the Supreme Court appointed by the State Librarian.
  5. The State Librarian.
  6. Such other advisors as may be appointed by the State Librarian or the Elective State Officer or Director of the Code Department involved, not to exceed three.

No records to be recommended for destruction or reduction without the concurrence of the first three mentioned and a majority of the other members of the Commission.

6. The State Librarian shall transmit to the General Assembly with his Biennial Report, a list or description of the papers, documents and so forth (among the archives and records of the State Government of Illinois), which appear to have no permanent value or historical interest, and which have been recommended for destruction by the aforementioned ~~SENATE~~ Commission or Commissions for destruction. Upon approval given by the General Assembly such records or archives shall be destroyed or otherwise effectively disposed of.

In other words, adapt section 9 of the National Archives Act to the Illinois situation in which a temporary ex officio commission would make the recommendation instead of a permanent Council.

# ILLINOIS STATE LIBRARY

## Archives Department

COMMENTS ON THE "PROPOSED UNIFORM STATE PUBLIC RECORDS ACT"  
PUBLISHED IN THE AMERICAN ARCHIVIST, APRIL 1940

History. Several years ago, Dr. A. R. Newsome, then president of the Society of American Archivists, discussed with the chairman of the National Conference of Commissioners on Uniform State Laws, the possibility of drafting a uniform public records act. The chairman promised cooperation but requested specific information as to objectives and subjects to be included in such a law. A committee of the Society of American Archivists was appointed and reported a draft for a bill to the Council of the Society in October 1939. The Council, of which the Archivist was and is a member, discussed this draft but did not approve it because some sections did not seem to have universal applicability. The Council directed that the draft presented by the committee be published in the American Archivist for study and comment by members and instructed the chairman of the Society's committee to submit it to the Uniform State Laws Commission to put into correct legal terminology. That Commission has not yet reported out a bill. The advisability of submitting a general public records bill to the 1941 General Assembly of Illinois is now under discussion.

### General Considerations.

Several questions should be considered before deciding to introduce such a bill:

- 1) Are the subjects mentioned in the bill proposed by the Society of American Archivists already covered by existing Illinois statutes, and if so, which phraseology is the better?



2) What are the chief weaknesses of the present Illinois records laws?

3) What forms should the proposed Illinois bill take?

a) Wait for the report of the National Conference on Uniform State Laws. This would seem to the Illinois archivist to be preferable.

b) Pass as a separate bill those sections for which no adequate Illinois laws exist. Probably desirable, especially as to laws for destruction of useless records.

c) Introduce the draft bill as printed in the American Archivist, making necessary modifications to fit Illinois conditions.

d) Codify and revise the present Illinois statutes.

#### PRESENT RECORDS LAWS OF ILLINOIS

The first two questions can profitably be discussed together. The answer to the third question can be decided after considering the points raised below.

Present Illinois laws in relation to records are scattered through the Revised Statutes and are inadequately indexed. There are few general laws but a very large number of specific laws relating to individual offices and records, many of which are excellent. Copies of the general laws are appended to this report.

In general, the archivist has found Illinois records laws deficient in the following respects:

1. Except in specific instances the law does not require outgoing officials to furnish an inventory of their existing records and require incoming officials to demand such an inventory and to furnish a receipt for records turned over to them. The present law provides penalties for withholding records but does not compel an incoming official to demand the records. Particularly there is no

requirement for a comparison between the receipts and inventories made at the beginning and end of each administration, and for an accounting by the outgoing official to his successor for discrepancies so revealed. Provision should be made for such points in the law, but the duties should involve the two officials and the archivist should not be a party to this transaction.

2. There are no provisions for standards for papers and inks in Illinois law. The State printer encourages the use of durable paper by state officials but typewriter ribbons, carbon papers, copy paper and stamp inks furnished for state use are seldom of acceptable quality. Practically speaking there are no standards at all for county and other local records. Massachusetts and Connecticut have been notably successful in enforcing standards for inks and papers. They have selected standard brands through properly controlled tests, in recent years made for them by the U. S. Bureau of Standards, and are able to influence local record making in other respects through their inspectors. Paper experts say that a proper grading of papers for classified uses would result in economies that would permit the use of permanent papers for permanent records without adding to present budgets. Whether or not local governing units would be willing to accept State dictation in this matter is a question. There is an excellent article on "Specifying Inks and Papers for Government Offices" by Harold S. Burt, state examiner of Connecticut in the American Archivist for April 1940.

3. Reduction of Useless Records. Under the present law no public records may be destroyed except by specific legislation of the General Assembly. Most State departments have bulky records of dubious value, but the Attorney General has ruled that they may not be destroyed. Several State departments are renting storage space for such records. For instance, the State Finance Department has

tons of rejected bids for State supplies, which under the law may not be destroyed, yet which have little if any value. Some departments have studied the possibility of reduction in bulk of recent records through the substitution of microfilm or microprint copies. This would also involve enabling legislation. The law should provide that this microfilming, if authorized, be done by the department not the archivist.

Universal experience has proved the necessity for the archivist's participation in the destruction of records because officials do not always have the long range view of the significance of their records. The Historical Records Survey which is inventorying public records in this State reports that workers frequently find that county records have been destroyed in the few months which elapse between taking the inventory and the editorial check-backs. Older records, frequently of great historical value, are most apt to be destroyed where the archivist does not have the power to prevent their destruction. Present laws calling for heavy penalties for illegal destruction of records are not only difficult to enforce, but do not restore the records destroyed. A well administered general law providing for the controlled destruction of useless records would go far towards elimination of losses from haphazard illegal destruction of records. State officials are particularly anxious to have such a law passed at this session.

#### Comments upon Individual Sections in the Draft Bill.

##### Section 1. Definitions.

The use of the term "state" may be ambiguous under Illinois law, although the definition implies that the state archives establishment shall have jurisdiction over the records of counties, municipalities and other governmental agencies, there is a very

considerable resistance on the part of local officials against interference from state officials. The Attorney General should check the wording of this paragraph to make sure that it complies with requirements of Illinois precedents. The substance of the paragraph is sound from an archival point of view.

The wording of the definition differs from the definition given in the State Library law. Is it necessary to synchronize them?

**Section 2. Production and Custody.**

Does this "legal custodian" clause rule out the present Archives Department regulation that records transferred to the Archives vaults (as distinct from the Departmental vaults in the Archives Building) pass into the legal custody of the archivist? The wording should be changed if necessary to permit that.

Compare the wording of the last sentence of section 2 with section 9 of the present county recorders' act (Smith-Hurd, Revised Statutes, 1939, Chapter 115, sect. 9, p. 2623), "The recorder, in recording at length instruments in writing in his office, may transcribe the same in handwriting or typewriting, or may make photographic or photostatic reproductions of such instruments, or may transcribe the same partly in handwriting or typewriting and make photographic or photostatic reproductions of the remaining portions of such instruments, provided, that every document shall appear spread upon the records in a complete and intelligible manner.

When photographic or photostatic reproductions are used the recorder shall first be satisfied that such reproductions shall be as lasting and durable as handwritten or typewritten copies, and the reproductions shall be upon sheets bound together in well bound books, or placed in books which are permanently locked so that said sheets cannot be tampered with or removed." The italics were added by the writer.

The italicized portion gives the important point - the archivist approves the process, but there are other elements involved in permanence - materials used, and above all, workmanship. The wording of this recorder's act might well be adapted to the phraseology of the proposed bill.

### Section 3. Paper and Section 4. Ink

These sections are highly desirable. They imply a state inspection of local offices. The power to inspect is implied in section 1 but if the law as to paper and ink is to be enforced, it would be desirable to insert here a specific authorization. The Delaware act on this subject (Revised Code of Delaware, 1935 ch. 183) provides that "All custodians as aforesaid shall afford to the Public Archives Commission all reasonable access to the records, papers, and ink within their possession and control for the purpose of carrying out the provisions of this Chapter." The same law also names the court to which exclusive jurisdiction is given for enforcement (Court of General Sessions). The Connecticut act authorized officials to complete volumes and otherwise use up stacks of paper on hand at the date the bill was passed. This should be inserted in the Illinois law.

### Section 5. Fireproof Filing Facilities.

The only present law on this subject seems to be a clause in "An Act to revise the law in relation to counties", approved March 31, 1874 as amended Laws of 1925 p. 323 (Smith-Hurd Revised Statutes chapter 34 sect. 26 p. 945) which reads, in part:

"It shall be the duty of the county board of each county:

.....

Second - To provide and keep in repair, when the finances of the county permit, suitable fire proof safes or offices for the county clerk, State's Attorney, county treasurer, recorder, sheriff and

clerks of said courts."

New York state has been most successful in enforcing a law similar to the proposal in section 5. Here again inspection service would be implied. It is improbable that this could go beyond advising with officials in this state. This is taken care of by the clause inserted here, "as soon as possible."

This paragraph is satisfactory as it stands.

#### **Section 6. Availability.**

There may be records which in the public interest, should not be open to public inspection, where that restriction may not be included in the present law. For instance, the Archives staff do not produce annual reports of corporations or pardon records on request of patrons but refer inquirers to the respective departments of origin which decide whether or not the request is proper. Again, it is conceivable that a Governor, for instance, might be willing to deposit his correspondence file which is semi-private in nature, under seal not to be opened for a period of years. In other words, a clause should be inserted in the bill to provide that records in the Archives Department shall be open to public inspection subject to such reasonable restrictions as might lawfully be imposed by the terms of deposit. This would have to be so worded as to protect the archivist and yet not to make the deposit an excuse for refusing public access to records which the law intended to be records open to the public.

#### **Section 7. Legal Evidence.**

This section does not conflict with any existing statute and is satisfactory as it stands.

The wording as to certification by the archivist varies from that in the State Library act. Although different in wording the sense is the same.

**Section 8. Re-Execution and re-Recording of Records Lost of Destroyed.**

Illinois procedure for such re-recording was established in 1871/72 to deal with the emergency of the Chicago fire. The laws defining that procedure are much more detailed than that proposed in the model act. There are two possibilities here:

- 1) Adopt the procedure outlined in this act, repealing the two previous acts but specifying that procedures under those acts started on completed prior to passage of this act shall be valid.
- 2) Re-enact the 1871/72 acts as amended as sections of this act, or otherwise indicate that said acts shall remain in force.

The archivist does not feel competent to judge whether from a legal point of view to what extent if any the procedure in the proposed law is in conflict with present statutes, but is inclined to believe that the present law is adequate as it stands. It should be noticed, however, that the application of the present law is limited to court and county recorders' records.

**Section 9. Delivery to Successor in Office.**

The present law does not require that an outgoing officer shall deliver records to his successor nor that incoming officials shall demand those records and receipt for same. This is a very important thing and should be included in the new act.

The Illinois act provides for the negative side of the question, namely procedure in case of unlawful withholding of records, through the criminal law. The present law provides for imprisonment for from one to five years rather than the proposed mild fine of \$500. The Illinois law is more specific and on the whole preferable.

**Section 10. Recovery.**

The aims and objectives of this paragraph should be included in the new law. The present law is more detailed as to procedure but

seems to imply that it is effective only in the case of refusal or failure of outgoing officials to turn over the records of their office to their successors. The proposed act seems broader in scope, and would seem to apply to the withholding of records by anyone. The phraseology of the proposed bill seems awkward. Here again the Illinois law provides for a stronger penalty - \$100 to \$1000.

The reason for the last sentence in the proposed bill is not clear: "But if the public records so proved to have been wrongfully in the defendant's possession shall not be discovered by the (sheriff), said defendant shall be discharged upon paying a fine of not less than (one hundred) or more than (five hundred dollars)." Would this limit future recovery if the location of the records should be learned later?

#### Section 11. Records of Defunct, Reduced, or Transferred Agencies.

Probably all right if the state archival agency can enforce it. It is customary for the Illinois General Assembly to designate the department with which records of discontinued departments shall be deposed. What usually happens is that when a department is discontinued another department is instructed to conclude unfinished business of the first, and the records go to the second department and stay there even after all the business is concluded. The Illinois soldiers' bonus records which were destroyed in the Arsenal fire several years ago are examples of records which went to the Adjutant General while he was finishing the work of the Service Recognition Board, and stayed in his office. If possible it would be desirable to insert a clause requiring that under similar circumstances the records involved should go to the archives within a certain length of time.

#### Section 12.

The provisions of this section are excellent. Present law



provides for the transcription of county recorders' records.

(See copy of act appended). Note that the present law says "likely to become useless from age ,etc.," The proposed act says "that are so worn" ,etc.,. It might be well to change the wording of the proposed bill to "that are or are likely to become". This might help in getting appropriations for transcribing originals before they become hopelessly damaged. Perhaps it would be desirable to direct that transcribed originals be sent to the state archives for preservation, but that they shall not under ordinary circumstances be again used for the purposes of certification. The Connecticut archives was able to collect a number of historical documents this way which would ordinarily have been allowed to deteriorate to the point of annihilation before transcripts were made.

The second paragraph of section 13 is already taken care of under the Illinois criminal law under "Larceny and Falsifying Public Records." The archivist thinks the wording of the proposed bill better, but the phraseology of the Illinois may be more correct legally. Particularly liked in the proposed bill are the phrases "in whole or in part", and "or colludes with another person in so doing."

#### Section 14. Disposal of Useless Records.

Under present Illinois law no records may be destroyed without specific authorization by the General Assembly. See discussion in the introduction to this report.

Compare the federal law on this subject. (Copy appended).

The proposed law is good, but it might be well to interpose one more step between the archivist and destruction. No archivist is infallible and the archivist must in final analysis depend upon the advice of the department head as to the legal value of borderline records. Ignorance or dishonesty might result in improper destruction.

It seems eminently proper to refer the question back to the General Assembly whence emanated the authority to create the records. The Archivist of the United States submits lists of useless records to Congress; a joint committee examines the lists and reports its recommendations; the head of the agency which applies to the archivist then disposes of the records. If the joint committee fails to make a report not less than 10 days prior to adjournment of the session, the archivist authorizes the head of the agency to dispose of the records. This seems to be a protection to both department heads and the archivist against any possible future charges of improper collusion. In practice the legislature probably would not often take action, but it could if it saw fit to do so.

Section 15. Penalties.

Approved.

Section 16. State Supervision.

Approved. There might be some objection at first to the provisions of this section, but if the powers are exercised with sympathy and tact this opposition would die down. The blank should be filled in with "the Secretary of State for submission to the General Assembly."

Section 16. Centralization of Public Records.

What needs to be watched here is indiscriminate dumping of records into the archives department. Under the present Illinois law, "Any official of the State of Illinois may turn over to the State Librarian with his consent", etc., The new proposed bill authorizes county and other local officials also to deposit. Under the rules and regulations of the State Library the archivist is able to be selective in its choice of records accepted: "The Archives Department for housing in its own or in the Departmental vaults will accept only official records. Records must be of permanent value."

No record subject by law to periodic destruction, no duplicate records, no duplicate stock of printed reports or other departmental publications, and no stationery supplies can be admitted."

The reason for this regulation is that under present Illinois statutes as interpreted by the Attorney General, vast quantities of duplicate and secondary records such as copies of vouchers (made in quadruplicate) and rejected bids must be preserved. If the archivist were compelled to admit such records to the Archives, the building would immediately be filled with such records, to the exclusion of more valuable records. This would nullify the purpose of the State Archives Building which is to provide physical and moral protection to those government records of such legal or historical value that their destruction would cause a pecuniary or social loss to officials and citizens alike. The bill must be so worded as to rule out any transfers of records not deemed suitable for the archives. This point is emphasized here because the Iowa archivist is experiencing that very difficulty and is now seeking remedial legislation.

The present authority for transfer of local records rests upon an act listed in the copies of laws appended to this report under the heading "Historical Archives of Illinois". Under this act local officials may transfer historical records "to the Illinois State Historical Library, the Archives Division of the Illinois State Library or to the State University Library at Urbana, Illinois, or to any historical society duly incorporated and located within their respective counties." When the question of amending this bill was discussed two years ago, the archivist raised the point that breaking up of files by abstracting individual documents of historical interest is improper from an archival point of view. However, the probability of that occurring is outweighed by the desirability

of encouraging localities to take steps to preserve their records in their respective communities. The proposed bill does not make deposit with the state archives exclusive, so this old act can well remain in force.

**Section 18. Citation of act.**

Approved as worded.

**Section 19. Repeals.**

In view of the fact that many acts on a variety of subjects have sections on record keeping which it may be desirable to preserve - the section of the county recorders' act dealing with photographic copies cited above, for example - it might be better to cite repeals specifically.

**Section 21.**

Emergency clause unnecessary. Omit Sect. 21.

## Definition of Public Records

**North Carolina:** Public records comprise all written or printed books, papers, letters, documents and maps made and received in pursuance of law by the public offices of the State and its counties, municipalities and other subdivisions of government in the transaction of public business. (The N.C.Code of 1935, Sec.7362 (1) )

**Delaware:** ...The words "public records" shall mean any written or printed book, document, or paper, map or plan, which is the property of any court, department, board, commission or agency of the State of Delaware or of any county or incorporated municipality therein, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the State of Delaware or of a county or an incorporated municipality has received or is required to receive for recording or filing. (Laws of...Delaware... 1937, ch.92.)

**Louisiana:** All records, writings, accounts, letters and letter books, maps, drawings, memoranda and papers, and all copies or duplicates thereof, and all photographs or other similar reproductions of the same, having been used, being in use or prepared for the use in the conduct, transaction or performance of any business, transaction, work, duty or function, conducted, transacted or performed by or under the authority of the constitution or the laws of the state of Louisiana, or the ordinances or mandates or orders of any municipal or parish government or officer, or any board, or commission or office established or set up by the constitution or the laws of the state of Louisiana, or concerning or relating to the receipt or payment of any money received or paid by or under the authority of the constitution or the laws of the state of Louisiana, be and the same are hereby declared to be public records...(General Statutes of Louisiana, 1932, title 54, ch.1)

**Maryland:** The words public records shall be held to mean any written or printed book, paper, map or drawing which is required by law to be preserved, filed or recorded in any office of the State, or of any county or municipality, or by any officer or employee of the State, or of any county or municipality. (The Annotated Code of the Public General Laws of Maryland, Art.54, Sec.50)

**New York:**...any written or printed book or paper, or map, which is the property of the state, or of any county, city, town, or village or part thereof, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the state or of a county, city, town, or village has received or is required to receive for filing. (Cahill's Consolidated Laws of New York (1930), ch.16, sec.1194)

**Massachusetts:** "Public Records" shall mean any written or printed book or paper, any map or plan of the commonwealth or of any county, city or town which is the property thereof, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the commonwealth

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or of the county, city or town has received or is required to receive for filing, and any book, paper, record or copy mentioned in sections five to eight, inclusive, and sixteen of chapter sixty-six, including public records made by photographic process as provided in section three of said chapter. (Anno.Laws of Mass., Ch. 4, Sec.7)

Washington: The term archives...shall be construed to mean manuscripts, manuscript books, records, printed books, papers, maps or drawings, or other papers of original record of any office, department, board or commission, constituting the state government, and which are not of current use, but whose chief use is that of preservation and reference, and which is required by law to be preserved, filed or recorded in any office of the state, or of any county or municipality, or of any officer or employee of the state or of any county or municipality. (Remington's Revised Statutes of Washington 1933, Sec. 10954.)

**Minnesota:** The Minnesota Historical Society is hereby authorized to receive and is made the custodian of such records, files, documents, books, and papers as may be turned over to it from any of the public offices of the state, including state, county, city, village and township offices. It shall provide for their preservation, classification, arranging, and indexing, so that they may be made available for the use of the public. Copies of all such papers, documents, files, and records, when made out and certified to by the superintendent of said society, shall be admitted as evidence in all courts, with the same effect, as if certified to by the original custodian thereof. (Mason's Minn. Statutes, Sec.8008-1)

Any public official is hereby authorized, upon the conditions hereinafter provided, to turn over to the said society, such records, files, documents, books, and papers in his custody as are not in current use whenever said society is prepared to receive and care for them; provided, however, that said society shall present to such official a petition or application in which such records, files, documents, books or papers shall be described in terms sufficient to identify the same, and which said petition shall be approved by the government, in case of a state officer, the board of county commissioners, in case of a county officer, and by the governing body of any city, village or town in case of a city, village or town officer, and which said application shall be filed in the office from which such records, files, documents, books or papers have been turned over to said society... (Ibid., Sec.8008-2.)

**Alabama:** Any state, county, or other official may, in his discretion, turn over to the department (of archives and history) for permanent preservation therein any official books, records, documents, original papers, newspaper files, and printed books not in current use in their offices.

When books or records have been surrendered in accordance with the foregoing section, copies therefrom shall be made and certified by the director upon application of any person interested, which certificate shall have all the force and effect as if made by the officer originally in the custody of them, and for which the same fees shall be charged, to be collected in advance. (Ala. Code, Sec.1406-1407.)

**North Carolina:** Any state, county, town, or other public official in custody of public documents is hereby authorized and empowered in his discretion to turn over to the commission for preservation any official books, records, documents, original papers, newspapers, files, printed books, or portraits, not in current use in his office, and the commissioner shall provide for them permanent preservation, and when so surrendered copies therefrom shall be made and certified under the seal of the commission upon application of any person, which certification shall have the same force and effect as if made by the officer originally in charge of them, and the commission shall charge for such copies the same fees as such officer is by law allowed to charge, to be collected in advance. (N.C.Code, Sec.6145.)

North Carolina: The North Carolina Historical Commission shall have the right to examine into the condition of public records and shall give advice and assistance to public officials in the solution of their problems of preserving, filing and making available the public records in their custody. (The N.C.Code of 1935, Sec.7382 (8) ))

Delaware: (One of the duties of the Public Archives Commission is) the preservation of all other public records of historical value which may remain in the custody of any public official of the State or of any political subdivision thereof.

For the purpose of this Chapter all custodians of public records of the State or any political subdivision thereof shall, upon the request of the Public Archives Commission, afford to it all proper and reasonable access to and examination of all books, records, documents and papers of a public nature in their custody.

The Public Archives Commission is authorized and empowered to employ such agents or assistants as it may deem necessary for the purpose of carrying out the duties imposed upon it by this Chapter. (Revised Code, Ch.36.)

All custodians as aforesaid (custodians of state and local archives) shall afford to the Public Archives Commission all reasonable access to the records, papers, and ink within their possession and control for the purposes of carrying out the provisions of this chapter. (Ibid., Chap.183.)

Connecticut: (The Comptroller shall) prescribe the mode of keeping and rendering all public accounts of departments or agencies of the state and of institutions supported by the state or receiving state aid by appropriation from the General Assembly. (General Statutes, Sec. 126.)

The state librarian shall, with the approval of the state committee appoint an assistant, who shall be an examiner of public records. Such assistant may be removed by said state librarian at any time and his successor appointed in like manner. Such examiner of public records shall cause such action to be taken by the persons having the care and custody of public records as may be necessary to put such records in the custody and condition required by law and to secure their safety and preservation and shall submit a biennial report to the state librarian. (Ibid., Sec. 1063.)

(The examiner supervises paper, ink, loose-binders.)

(The examiner must approve use of any photographic process for recording or copying public records.)(Ibid., Sec. 1735c.)

New York: The supervisor of public records shall examine into the condition of the records ... in the several public offices of the counties, cities, towns, villages or other political divisions of the state (except in Kings and New York Counties.) (Cabell's Consol. Laws, Sec. 1193.)

(The division of public records in the education department shall have the duty) to take all necessary measures for the proper inscription, the retrieval, the care and the preservation of all public records in the various political divisions of the state (except Kings and New York counties.)



The division of public records shall advise with and recommend to public officers hereinbefore described, as to the methods of inscribing, as to the materials used in and as to the supply and preservation of all public records. The recommendations of the division of public records may be enforced by an order issued by a justice of the supreme court upon application of the commissioner of education, either with or without notice to the proper public officer, as such justice may require. (Ibid., sec. 1195.)

A public officer who refuses or neglects to perform any duty required of him by this chapter or to comply with a recommendation of the commissioner of education under the authority of this act, shall for each month of such neglect or refusal, be punished by a fine of not less than twenty dollars. (Ibid., Sec. 1199a.)

**Massachusetts:** The supervision of public records, in this chapter, called the supervisor of records, shall take necessary measures to put the records of the commonwealth, counties, cities and towns in the custody and condition required by law and to secure their preservation... (Anno. Laws, Ch.66, sec.1.)

(The supervisor, appointed by the State Secretary with approval of governor and council, also supervises paper and ink used.)

**Rhode Island:** (Secretary of State appoints, with advice and consent of Senate, a state librarian who is ex officio state record commissioner and may appoint a deputy.)

(The state record commissioner must approve fireproof receptacles for city and town records. If the city or town fails to provide them, the commissioner has the duty) to furnish such receptacles as may be suitable for said purpose (and has an enforceable claim against the town for the expense). (General Laws, Ch.42.)

(If any city or town official fails to observe provisions of public records law or neglect the care of the records, the state record commissioner may seize the records and deposit them in the state house until the city or town provides adequate protection.) (Acts, 1927, Ch.985.)

## Paper

- Massachusetts:** All public records other than maps and plans shall be entered or recorded on paper made of linen rags and new cotton clippings, well sized with animal sizing and well finished, and preference shall be given to paper of American manufacture marked in water line with the name of the manufacturer. (Anno.Laws, Ch.66, Sec.3.)
- New York:** All public records inscribed by public officials, other than maps, shall be entered or recorded in durable ink on linen paper durably made and well finished. (Cahill's Consolidated Laws of N.Y., Ch.15, Sec.1194.)
- Maryland:** The paper on all books of record in which are preserved manuscript entries required to be made by any officer of the State, county or municipality shall be made in linen rags and new cotton clippings well sized with animal sizing and well finished.. (The Anno. Code, Art.54, Sec.51.)
- Delaware:** All custodians of public books of record or registries of the State or of any county or incorporated municipality therein, whose duty it shall be to record, or cause to be recorded, papers or documents required by law to be recorded, shall not use, or permit to be used, for recording purposes, any book or paper which shall not be of a standard mill brand with dated watermark; nor shall any such custodian use or permit to be used for the said recording any ink which shall not be of a standard quality. (Revised Code of Delaware, 1935, Ch.183.)
- The standard of the quality of said books, paper and ink, shall be determined by the Public Archives Commission of this State, whose duty it shall be...to furnish to each of the custodians aforesaid a list of not less than four makes or brands of such standard books or papers and ink manufactured by different and separate concerns and provided, that no make or brand of ink shall be designated by the said Public Archives Commission except it shall have the written approval, as to quality, by the State chemist, whose duty it shall be to examine such makes and brands as may be submitted to him by the Public Archives Commission. (Ibid.)
- All custodians as aforesaid shall afford to the Public Archives Commission all reasonable access to the records, papers, and ink within their possession and control for the purpose of carrying out the provisions of this Chapter. (Ibid.)
- Any custodian, as aforesaid, who shall use or cause or permit to be used any book, paper or ink other than in the manner in this Chapter provided, shall be deemed to be guilty of malfeasance in office and shall be subject to a fine of not more than One Hundred Dollars. For the purpose of enforcing this Chapter, exclusive jurisdiction is hereby given to the Court of General Sessions of this State. (Ibid.)
- Arizona:** All permanent public records of the state of Arizona or of any county, city, town or other political subdivision of the state of Arizona that are made after the first day of July, 1931, shall be kept on paper which conforms to the following specifications as to texture: (1) Grade number one,

ledger paper, the rag content of which shall be one hundred per cent new rags, white, cream or unbleached; (2) grade number one bond paper, the rag content of which shall be one hundred percent new rags. Any public officer charged with the duty of keeping or making such public records who shall violate the provisions of this section shall be guilty of a misdemeanor, provided, that this act shall not apply to or become effective as to any officer, office, or department having on hand and being used in the making of permanent public records, books or blanks in which the stock does not conform to the requirements herein prescribed until such books, blanks, or stock have been exhausted. (Supplement to the Revised Code...1936, Sec.2755a.)

Connecticut: No person having custody of any book of record or registry in any department or office of the state, or of any county, town, city, branch or probate district, shall use or permit to be used for recording purposes any book which shall not be composed wholly of standard millbrand paper with dated watermark approved by the examiner of public records. The examiner of public records shall furnish to each person having custody of any such book a list of such papers. Any person who shall violate any provision of this section shall be fined not more than one hundred dollars, provided any such book in use in August 1, 1916, may be used until its pages are filled, and books having loose leaves may be used until the supply of such leaves is exhausted. (The General Statutes of Conn., Revision of 1930, Sec.1086.)

The examiner of public records shall furnish to each person having custody of any book of record or register in any department or office of the state or of any county, town, city, borough or probate district a list of approved loose leaf binders for use for recording purposes and may revoke such approval at any time when he shall find any such binder inferior to those approved. (Fine of not over \$100 for custodian who violates this section.) (Ibid., Sec.1086.)

# **Ink**

**Massachusetts:** The supervisor of records shall advertise for proposals to furnish the several departments and offices of the commonwealth, and of the counties, cities or towns in which public records are kept, with ink of a standard, and upon conditions, established by him, at such periods and in such quantities as may be required, and he may make contracts therefor. Ink so furnished, before being accepted by him, shall be examined by a chemist designated by him and, if at any time any of said ink shall be found inferior to the established standard, the supervisor of records may cancel the contract for furnishing such ink. Ink furnished to counties, cities and towns shall be paid for by them at cost. (Anno. Laws, ch. 66, Sec.2.)

No ink shall be used upon any public record except ink furnished by the supervisor of records, and no ribbon, pad or stamping pad, or any ink contained in such ribbon, pad, device or stamping pad, shall be used upon any public record nor shall any photographic machine or device or chemical used in connection therewith be used in making any public record, except such as has been approved by the supervisor of records, who may cancel his approval if he finds that any article so approved is inferior to the standard established by him. Whoever violates this section shall be punished by a fine of not more than fifty dollars. (Ibid., Ch.66, Sec.4).

**Maryland:** ... and that the ink and typewriter ribbon used in such books of records be of a character approved by the commissioner of the land office. (Ibid.)

**Delaware:** See law dealing with paper.

**Connecticut:** No person having the care or custody of any book of record or registry in any of the departments or offices of this state, or of any county, town, city, borough or probate district shall use or permit to be used upon such book any ink, including ink used on typewriters and typewriter ribbons other than such as is approved by the examiner of public records. Before the examiner shall approve of any ink, he shall cause a number of distinct and separate brands to be examined as to quality by a state chemist, and give his approval of not less than four different brands or manufactures, and the inks so approved shall be standard inks for use in this state. Such approval may be revoked at any time by the examiner when he shall find the ink furnished to be inferior to that approved. The examiner shall furnish to the several departments and offices of the state, and to all custodians of public records and recording offices, a list of the brands or manufactures of ink which have received his approval. Any custodian of records who shall use, or cause or permit to be used thereon, any ink not so approved shall be fined not more than one hundred dollars. (General Statutes, Sec.1965)

## Fireproof Filing Facilities

**North Carolina:** In so far as possible, custodians of public records shall keep them in fireproof safes, vaults, or rooms fitted with non-combustible materials and in such arrangement as to be easily accessible for convenient use. (The N.C.Code of 1935, Sec.7362 (7) ).

**Massachusetts:** Officers in charge of a state department, county commissioners, city counsels, and selectment shall, at the expense of the commonwealth, county, city or town, respectively, provide and maintain fireproof rooms, safes or vaults for the safe keeping of the public records of their department, county, city or town, other than the records in the custody of teachers of the public schools, and shall furnish such rooms with fittings of non-combustible materials only. (Anno. Laws, Ch.66, Sec.11.)

Any public officer who refuses or neglects to perform any duty required of him by this chapter shall for each month of such neglect or refusal be punished by a fine of not more than twenty dollars. (Ibid., Ch.66, Sec.15.)

**New York:** (Similar to Massachusetts law but not applicable to state records. Cabell's Consol. Laws, Ch.15, Sec.1196.)

**Rhode Island:** It shall be the duty of every city and town to provide fire-proof receptacles for records and documents relating to the official business of said city or town, where the same may be kept free from injury from any cause. Said receptacles shall be of suitable type and subject to approval by the state record commissioner; in case of failure of any city or town to provide such fire-proof receptacles within six months from the passage of this act and in accordance with the provisions of this section, it shall be the duty of the state record commissioner to furnish such receptacles as may be suitable for said purpose, and shall have a claim against the town for said expense, which claim shall be enforced in accordance with section thirteen of chapter forty-seven of the general laws. (General Laws, sec.572.)

**Connecticut:** The town clerk shall keep all of the records of the town in a fireproof safe, vault or building, which shall be provided by the selectmen, except when the same shall be in actual use for the examination or entry; and any town clerk who shall fail to perform this duty shall be fined not more than fifty dollars. All fire-proof rooms or vaults for the safe-keeping of the public records of any state department, or of any town, city, borough or probate district, other than the records in the custody of teachers of public schools, shall be furnished with fittings of a non-combustible nature. (General Statutes, Sec.323.)

## Care by Custodians

**North Carolina:** All public records should be kept in the buildings in which they are ordinarily used. Record books should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Any public official who causes a record book to be copied shall attest it and shall certify on oath that it is an accurate copy of the original book. The copy shall then have the force of the original. (The N.C.Code of 1935, Sec.7362 (7) ).)

No public official may destroy, sell, lend, or otherwise dispose of any public record, except in accordance with chapter one hundred and two, article one, section six thousand one hundred and forty-five of the Consolidated Statutes, without the consent of the North Carolina historical commission. Whoever unlawfully removes a public record from the office where it is usually kept, or alters, defaces, mutilates, or destroys it shall be guilty of a misdemeanor and upon conviction fined not less than ten dollars nor more than five hundred dollars. (The N.C.Code of 1935, Sec.7362 (3) ).)

**Vermont:** A custodian of public records who destroys, gives away, sells, discards or damages the records referred to in the preceding section, without having authority so to do, shall be fined not more than fifty dollars for each offense. (Pub.Acts 1937, No.229.)

**Alabama:** (All public officers shall make all records necessary to show activity of the office), and all of the books, documents, files, papers, letters and copies of letters so made and kept shall be carefully protected and safely preserved, and guarded from mutilation, loss or destruction. (Ala. Code of 1928, Sec.2690.)

(Any public officer who fails to keep and maintain records as required by law shall upon conviction be fined not over \$600 and may also be sentenced to penitentiary from 2 to 10 years.) (Ibid., Sec.s 5017-5018.)

**Massachusetts:** Every person having custody of any public record books of the commonwealth, or of a county, city or town, shall at its expense, cause them to be properly and substantially bound... He shall cause fair and legible copies to be seasonably made of any books which are worn, mutilated or are becoming illegible, and cause them to be repaired, rebound or renovated. He may cause any such books to be placed in the custody of the supervisor of records, who may have them repaired, renovated or rebound at the expense of the commonwealth, county, city or town to which they belong. Whoever causes such books to be so completed or copied shall attest them, and shall certify, on oath, that they have been made from such files and memoranda or are copies of the original books. Such books shall then have the force of the original records. (Anno. Laws, Ch.66, Sec.9)

## Production and Custody

**North Carolina:** The public official in charge of an office having public records shall be the custodian thereof (The N.C. Code of 1935, Sec. 7262 (2) ).

**Alabama:** All public officers and servants shall correctly make and accurately keep in and for their respective offices, or places of business all such books, or sets of books, documents, files, papers, letters and copies of letters, as at all times to afford full and detailed information in reference to the activities of business required to be done or carried on by such officer or servant, and from which the actual status and condition of such activities and business can be ascertained without extraneous information; and all of the books, documents, files, papers, letters, and copies of letters so made and kept shall be carefully protected and safely preserved, and guarded from mutilation, loss or destruction. (The Alabama Code of 1928, Sec. 2690.)

**Wisconsin:** (1) Each and every officer of the state, or of any county, town, city, village, school district, or other municipality or district, is the legal custodian of and shall safely keep and preserve all property and things received from his predecessor or other persons and required by law to be filed, deposited, or kept in his office, or which are in the lawful possession or control of himself or his deputies, or to the possession or control of which he or they may be lawfully entitled, as such officers. (Wisconsin Statutes, 1937, Sec. 18.01.)

**Massachusetts:** Every department, board, commission or officer of the Commonwealth or of the county, city or town, for which no clerk is otherwise provided by law, shall designate some person as clerk, who shall enter all its votes, orders and proceedings in books and shall have the custody of such books, and the department, board, commission, or office shall describe an employee or employees to have the custody of its other public records. Every sole officer in charge of a department or office of the commonwealth or of a county, city or town having public records in such department or office shall have the custody thereof. (Annotated Laws of Massachusetts (1933), Ch. 66, Sec. 6 )

## Abuses

**North Carolina:** Whoever unlawfully removes a public record from the office where it is usually kept, or alters, defaces, mutilates or destroys it shall be guilty of a misdemeanor and upon conviction fined not less than ten dollars nor more than five hundred dollars. (The N.C. Code of 1935, Sec.7382 (3))

**Massachusetts:** Whoever unlawfully keeps in his possession any public record or removes it from the room where it is usually kept, or alters, defaces, mutilates or destroys any public record or violates any provision of this chapter shall be punished by a fine of not less than ten nor more than five hundred dollars. Any public officer who refuses or neglects to perform any duty required of him by this chapter shall for each month of such neglect or refusal be punished by a fine of not more than twenty dollars. (Anno. Laws, Ch.86, Sec.15)

**Utah:** Every officer having the custody of any record, map or book, or of any paper or proceedings of any court, filed or deposited in any public office, or placed in his hands for any purpose, who is guilty of stealing, wilfully destroying, mutilating, defacing, altering, falsifying, removing or secreting the whole or any part thereof, or who permits any other person to do so, is guilty of a felony. (Revised Statutes, of Utah, Sec.103-26-70).

Every person, not an officer, such as is referred to in the preceding section, who is guilty of any of the acts specified in that section is punishable by imprisonment in the state prison not exceeding three years or in a county jail not exceeding one year, or by a fine of not exceeding \$100, or by both such fine and either of such imprisonments. (Ibid., Sec.103-26-71)

**Virginia:** Any person who wilfully, maliciously or wantonly writes upon, injures, defaces, tears, cuts, mutilates, or destroys any book, plate, picture, engraving, map, newspapers, magazine, pamphlet, manuscript, record, or other library property belonging to, or in the custody of any public, county or regional library, the State Library, other repository of public records, museums or any library or collection belonging to or in the custody of any educational, eleemosynary, benevolent, hereditary, historical library or patriotic institution, organization or society, shall be punished by a fine of not less than five dollars nor more than one thousand dollars, one-half of which shall go to the informer upon conviction of the offender, or by imprisonment in jail for a period not exceeding one year, or both, in the discretion of the court or jury trying the case.

Any person who wilfully or without authority removes any book or other property of any of the above libraries or collections (fined not over \$5,000). (The Virginia Code of 1936, Sec.362)



**North Carolina:** Whoever has the custody of any public records shall, at the expiration of his term of office, deliver to his successor, or, if there be none, to the North Carolina Historical Commission, all records, books, writings, letters and documents kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for the space of ten days after request made in writing by any citizen of the state to deliver as herein required such public records to the person authorized to receive them shall be guilty of a misdemeanor and upon conviction fined not exceeding five hundred dollars. (The N.C. Code of 1935, Sec. 7362 (4) ))

**Massachusetts:** Whoever is entitled to the custody of public records shall demand the same from any person having possession of them, who shall forthwith deliver the same to him.

Whoever has custody of any public records shall, upon the expiration of his term of office, employment or authority, deliver over to his successor all such records which he is not authorized by law to retain, and shall make oath that he has so delivered them, according as they are the records of the commonwealth or of a county, city or town, before the state secretary, the clerk of the county commissioners or the city or town clerk, who shall respectively, make a record of such oath. (Anno Laws, Ch.66, Sec.13614.)

Whoever unlawfully keeps in his possession any public record...shall be punished by a fine of not less than ten nor more than five hundred dollars. Any public officer who refuses or neglects to perform any duty required of him by this chapter shall for each month of such neglect or refusal be punished by a fine of not more than twenty dollars. (Ibid., Ch.66, Sec.15.)

**New York:** A public officer shall demand from his predecessor in office or any person in whose possession they may be, a delivery to such officer of all books and papers, money and property belonging or appertaining to such office. If such demand is refused, such officer may make complaint thereof to any justice of the supreme court of the district, or to the county judge of the county in which the person refusing resides. If such justice or judge be satisfied that such books or papers, money and property are withheld, he shall grant an order directing the person refusing to show cause before him at a time specified therein, why he should not deliver the same. At such time, or at any time to which the matter may be adjourned, on proof, of due service of the order, such justice or judge shall proceed to inquire into the circumstances. If the person charged with withholding such books or papers, money and property makes affidavit before such justice or judge that he has delivered to the officer all books and papers, money and property in his custody which, within his knowledge, or to his belief belong or appertain thereto, such proceedings before such justice or judge shall cease, and such person be discharged. If the person complained against shall not make such oath, and it appears that any such books or papers, money and property are withheld by him, such justice or judge shall

commit him to the county jail until he delivers such books and papers money and property, or is otherwise discharged, according to law. On such commitment, such justice or judge, if required by the complainant, shall also issue his warrant directed to any sheriff or constable, commanding him to search, in the daytime the places designated therein, for such books and papers, money and property, and to bring them before such justice or judge. If any such books and papers, money and property, are brought before him by virtue of such warrant, he shall determine whether they appertain to such office, and if so, shall cause them to be delivered to the complainant. (Gahill's Consol. Laws, Ch.48, Sec.80)

**Illinois:** (Similar to New York law though the penalty for withholding is imprisonment for not less than 1 year nor more than 5. Also, the law covers a wider range. "If any person whose office shall be abolished by law, vacated or determined by removal from office, resignation, death, expiration of the time for which he was elected or appointed, or other cause, or his executors, administrators or other persons, shall wilfully and unlawfully withhold..." Also, the judge may, "upon the affidavit of any competent person setting forth proper facts, issue his warrant directed to the sheriff or coroner of the proper county, commanding him to seize all the records, books, papers, documents, and other public property belonging or appertaining to the said office, and deliver the same to the person entitled to the custody thereof, to be named in such warrant.

"The officer executing any warrant issued as aforesaid may break open any doors, trunks or places in which any of the records, books, papers, documents or other public property, in such warrant commanded to be seized and secured, may be concealed, or in which he may suspect them to be; and in case of resistance, may arrest any person who may resist the execution of such warrant, and carry him before some judge or justice of the peace, to be dealt with as other persons obstructing the execution of such process; and the officer executing such warrant may call to his assistance the power of the county, in the same manner as in the execution of other process. Any officer to whom any such warrant may be directed and delivered, who shall neglect or refuse to execute and return the same according to law, or otherwise fail to perform any of the duties herein required of him, shall forfeit and pay a sum not exceeding \$1,000, nor less than \$100, to be recovered by indictment, to the use of the county, in any court of competent jurisdiction.

"Whoever is aggrieved by the issuing of such warrant may apply to such judge, or if he is absent, to any other judge of a court of record, who, if he is satisfied, upon the affidavit of the applicant, that there is a good reason to believe injustice has been, or is about to be done by the execution of such warrant, shall issue a citation to all persons interested therein, commanding them to appear before such judge, at a place and time to be in such citation named, which shall be executed by the sheriff or coroner. And the judge shall have the power to enforce obedience to such citation by attachment, to be issued by him, and to proceed in a summary

way and determine according to right and justice, and may issue his warrant for the restoration of any book, record, paper, document or other article of property which shall appear to him to have been improperly seized or delivered over; which warrant shall be executed in the same manner and the officer to whom it is directed shall have the same powers, and be liable to the same penalties, for neglect of duty, as in the case of other warrants. (Ill. Revised Statutes, 1937, Ch.38, Secs. 461-464.)

**Wisconsin:** Upon the expiration of his term of office, or whenever his office becomes vacant, each such officer, or on his death his legal representative, shall on demand deliver to his successor all such property and things then in his custody, and his successor shall receipt therefor to said officer, who shall file said receipt, as the case may be, in the office of the secretary of state, county clerk, town clerk, city clerk, village clerk, school district clerk, or clerk or other secretarial officer of the municipality of district, respectively; but if a vacancy occurs, before such successor is qualified, such property and things shall be delivered to and receipted for by such secretary or clerk, respectively, on behalf of the successor, to be delivered to such successors upon the latter's receipt. (Wiscon. Stat. 1937, Sec.18.01) (Process of recovery similar to New York's. Ibid., Sec.18.02)

## Recovery from Private Possession

**North Carolina:** Whoever is entitled to the custody of public records shall demand them from any person having illegal possession of them, who shall forthwith deliver the same to him. If the person who unlawfully possesses public records shall without just cause refuse or neglect for ten days after a request made in writing by any citizen of the State to deliver such records to their lawful custodian, he shall be guilty of a misdemeanor and upon conviction fined not more than five hundred dollars. (The N.C.Code of 1935, Sec.7362(5)).

**Wisconsin:** (Procedure for recover is same as for officer.)

**Massachusetts:** (Same provision as for officer.)

**New York:** (Procedure for recovery is same as for officer.)

**Vermont:** The public records commission shall be empowered .. to recover public records not in the possession of their lawful custodians... (Public Acts, 1937, No.229.)

**Missouri:** If any private person shall have or obtain possession of any books, records, or papers appertaining to any public office, he shall deliver them to the officer entitled to the same. (Sec.3241)

If any person fail to comply with the requirements of the preceding section, he shall be proceeded against in all respects as is provided for in cases of officers under this chapter. (Any credible person may, start recovery proceedings before a judge.) (Revised Statutes, 1929, Ch.26.)

**Rhode Island:** Every person, other than the lawful custodian thereof, who shall have in his possession, or under his control, any (public records) and who shall, without just cause, refuse or neglect for the space of ten days after request made in writing by any citizen of the State, to deliver such record...to the lawful custodian of the same, shall be fined not exceeding five hundred dollars and be imprisoned not exceeding five years. (General Laws, Revision of 1923, Sec.571)

# Defunct or Transferred Public Office

**North Carolina:** Whoever has the custody of any public records shall, at the expiration of his term of office, deliver to his successor, or if there be none, to the North Carolina historical commission, all records, books, writings, letters and documents kept or received by him in the transaction of his official business.. (The N.C.Code of 1935, Sec.7362(4) ).

**New York:** The education department...shall...have general and exclusive supervisions, care, custody and control of all public records...of any public (agency) now extinct, or hereafter becoming extinct (whose control is not otherwise provided by law or shall not hereafter be otherwise provided). (Cabell's Const.Laws, Ch.15,Sec.1192)

Unless otherwise expressly provided by law, the head of a department or office or a board, commission or council, functions, powers and duties whereof are assigned and transferred to a department, shall deliver to the department to which such assignment and transfer is made, all (records) pertaining to or used in connection with the exercise or performance of the functions, powers and duties so assigned and transferred, and the head of the department to which such assignment and transfer is made shall be authorized to take possession thereof. (Ibid., Ch.56-a, Sec.5.)

**Delaware:** All books, records, documents, maps and papers of historic or public interest which are in or shall come into the possession of any State department, board, commission or agency shall, upon the termination of such department, board, commission or agency, be transferred to the custody of the Public Archives Commission. (Laws of Delaware, 1937, Ch.93.)

**Washington:** (Public records of state agencies abolished or whose duties are transferred by the reorganization act) shall be delivered and transferred to the administrative and executive head of the department, or the committee or state officer to which his acts, powers and duties are transferred. In case such powers are divided between two or more departments, committees, or state officers, each...shall receive such (records) as pertain to the powers and duties transferred...In all cases where any question shall arise as to the proper custody of any such (records) the governor shall determine the question. (Remington's Revised Statutes, Sec.10680.)

## Availability

**North Carolina:** Every person having custody of public records shall permit them to be inspected and examined at reasonable times and under his supervision by any person, and he shall furnish certified copies thereof on payment of fees as prescribed by law. (The N.C.Code of 1935, Sec.7362(6)).

In so far as possible, custodians of public records shall keep them...in such arrangement as to be easily accessible for convenient use. (Ibid., Sec.7362(7))

**Massachusetts:** (Similar to N.C.)

**Arizona:** Public records and other matters in the office of any officer are at all times during office hours open to the inspection of any person. (Exception in cases of attachments and garnishments.) (Revised Code, Sec.102.)

**Florida:** All State, county and municipal records shall at all times be open for a personal inspection of any citizen of Florida, and those in charge of such records shall not refuse this privilege to any Citizen. (Compiled General Laws, Sec.490.)

Any official who shall violate the provisions of section 490 shall be subject to removal or impeachment. (Ibid., Sec.491)

**Nevada:** All books and records of the state and county officers of this state shall be open at all times during office hours to inspection by any person, and the same may be fully copied, or an abstract or memoranda taken therefrom and any copies abstracts or memoranda taken therefrom may be utilized to supply the general public with copies, abstracts or memoranda of said records or in any other way in which the same may be used to the advantage of the owner thereof or of the general public. (Nevada Compiled Laws, Sec.5620.)

**Oregon:** Every citizen of this state has a right to inspect any public writing of this state, except as otherwise expressly provided by this Code or some other statute. (Oregon Code, Sec.9-601.)

All officers having the custody of any state, county, school, city or town records in this state shall furnish proper and reasonable opportunities for the inspection and examination of the records and files in their respective offices, and reasonable facilities for making memoranda or abstracts therefrom, during the usual business hours, to all persons having occasion to make examination of them for any lawful purpose; provided, that the custodian of said records and files may make such reasonable rules and regulations as shall be necessary for the protection of said records and files, and to prevent the interference with the regular discharge of the duties of such officer. (Ibid Sec.9-603)

**Wisconsin:** Except as expressly provided otherwise, any person may with proper care, during office hours and subject to such orders or regulations as the custodian thereof may prescribe, examine or copy any of the property or things mentioned in subsection 1. (Wisconsin Statutes, Sec.18.91.)

# Certified Copies

**Alabama:** (All state and local officers) shall furnish all such transcripts of any documents, official books and papers in their possession, custody or control when requested so to do by any person, firm or corporation, tendering to such officer or custodian of such records, the proper amount of fees and charges required or necessary to pay for the making of such transcripts. (Ala.Code of 1928, Sec.7681)

(Any person violating the above, fine of not less than \$50 or more than \$500 and hard labor in county for not more than 12 months or both). (Ibid., Sec.5031)

Every public officer having the custody of a public writing, which a citizen has a right to respect, is bound to give him, on demand, a certified copy of it, on payment of the legal fees therefor, and such copy is admissible as evidence in like cases and with like effect as the original writing. (Ibid., Sec.2696.)

**Massachusetts:** Every person having custody of any public records... shall furnish copies thereof on payment of a reasonable fee. (Anno. Laws, Ch.66, Sec.10.)

**Nebraska:** Every officer having the custody of a public record or writing is bound to give any person on demand a certified copy thereof, on payment of the legal fees therefor. (Compiled Statutes of Nebraska 1929, Sec.20-1280.)

(The public officials) may likewise use any such photographic process for the making of certified copies of such public records...(Ibid., Sec.10-1281.)

**New York:** A person having the custody of the records or other papers in a public office, within the state, must, upon request, and upon payment of, or offer to pay, the fees allowed by law, or, if no fees are expressly allowed by law, fees at the rate allowed to a county clerk for a similar service, diligently search the files, papers, records, and dockets in his office; and either make one or more transcripts therefrom, and certify to the correctness thereof, and to the search, or certify that a document or paper of which the custody legally belongs to him cannot be found. (Cabell's Consol. Stat., Ch.48, Sec.66.)

Whenever there shall be presented to any public officer for certification or exemplification, a previously prepared legibly typewritten or printed copy of any document, paper, book or record in such officer's custody, the fees in such case, for certification or exemplification, shall be at the rate of three cents for each folio; but the minimum in all cases shall be twenty-five cents. (Ibid., Ch.48, Sec.66a.)

## Destruction or Reduction

**North Carolina:** No public official may destroy, sell, lend or otherwise dispose of any public record...without the consent of the North Carolina historical commission. Whoever unlawfully...destroys it shall be guilty of a misdemeanor and upon conviction fined not less than ten dollars nor more than five hundred dollars. (The N.C.Code of 1935, Sec.7362(3))

**Delaware:** No officer of any court, department, board, commission, or agency of the State of Delaware, or of any county of incorporated municipality therein, shall destroy, sell or otherwise dispose of any public record or printed public document, or official correspondence in his care or custody, or under his control, or which are no longer in current use without first having advised the Public Archives Commission of their nature and obtained its written consent. Nothing herein contained shall be construed to allow or permit the destruction or sale of any court, departmental, board, commission or agency minutes, maps, plans or papers having to do with legal titled. (Laws, 1937, Ch.92.)

**New York:** No officer of the state or of any county, city, town or village or other political division of the state, or of any institution or society created under any law of the state, shall destroy, sell or otherwise dispose of any public record, original or copied, or of any archives, in his care or custody or under his control, and which are no longer in current use, without first having advised the commissioner of education of their nature and obtained his consent. (Cabell's Consol. Laws, Ch.15, Sec.1197.)

**Vermont:** A custodian of public records shall not destroy, give away, sell, discard or damage any record or records in his charge, unless specifically so authorized by law without having first submitted to the (public records) commission a list thereof, with accurate description; and the commission, within sixty days after receipt of such lists, and description, with an application for permission to destroy, cancel or dispose of such records, shall order the destruction, cancellation, disposal, thereof, or the preservation thereof, in whole or in part, which order shall be duly recorded by the custodian, and shall be binding on him and his successors. The commission shall make to the general assembly such reports and recommendations as it deems proper.

A custodian of public records who destroys, gives away, sells, discards or damages the records...without having authority to do so, shall be fined not more than fifty-dollars for such offense. (Laws 1937, Ch.229.)

**Montana:** Any state office, board of commission may destroy old worthless reports, papers or records in his or their office that have served their purpose and that are substantiated by permanent records, upon the order of the state board of examiners with the approval of the state examiner.



(Same for county records "upon the order of the board of county commissioners with the approval of the state examiner.")

(Same for city or town records "upon the order of the city or town council or commission and with the approval of the state examiner.")

Provided, however, that under no circumstances shall any claim, warrant, voucher, bond or treasurer's general receipt be destroyed by any state, county, city or town officer. (Revised Codes, Secs. 455.1 - 455.4.)

Indiana: (Commission on Public Records composed of governor, Sec. of state, state examiner of the state board of accounts, director of state library, and the director of the historical bureau - deals with state records only.)

All public records which, in the judgment of the commission, have no official or historical value, and which occupy space to no purpose in the offices and store rooms of the state, shall be destroyed or otherwise disposed of. No such records shall be destroyed until a period of at least three years shall have elapsed from the time when they were originally filed, and no public record shall be destroyed within a period of three years if the law provides that they shall be kept for a longer period of time, or if the law prohibits their destruction.

When any public records are ordered to be destroyed... the commissioner shall enter an order to that effect on its minutes, the date on which such order is entered and a general description of the public records which it orders to be destroyed...

Whoever shall violate any of the provisions of this act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not less than ten dollars nor more than five hundred dollars. (Acts, 1935, C h. 219)

## Legal Evidence

**North Carolina:** Copies of all official bonds, writings, papers, or documents recorded or filed as records in any court, or public office, or lodged in the office of the governor, treasurer, auditor secretary of state, attorney general or adjutant general, shall be as competent evidence as the originals, when certified by the keeper of such records of writings under the seal of his office when there is such seal, or under his hand when there is no such seal, unless the court shall order the production of the original. Copies of the records of the board of county commissioners shall be evidence when certified by the clerk of the board under his hand and seal of the county. (The N.C. Code of 1936, sec. 1779.)

Any state, county, town, or other public official in custody of public documents is hereby authorized and empowered in his discretion to turn over to the commission for preservation any official books, records, documents, original papers, newspapers, files, printed books or portraits, not in current use in his office, and the commission shall provide for their permanent preservation, and when so surrendered copies therefrom shall be made and certified under the seal of the commission upon application of any person, which certification shall have the same force and effect as if made by the officer originally in charge of them, and the commission shall charge for such copies the same fees as such officer is by law allowed to charge, to be collected in advance. (The N.C. Code of 1936, sec. 6145.)

**Massachusetts:** Copies of books, papers, documents and records in any department of the commonwealth or of any city, or town, authenticated by the attestation of the officer who has charge of the same, shall be competent evidence in all cases equally with the originals thereof; provided, that, except in the case of books, papers, documents and records of the department of public utilities in matters relating to common carriers, the genuineness of the signature of such officer shall be attested by the secretary of the commonwealth under its seal or by the clerk of such city or town, as the case may be. (Anno. Laws., ch. 233, sec. 76.)

**Connecticut:** The entries or records of all corporations and public offices, where entries or records are made of their acts, votes and proceedings, by some officer appointed for that purpose, may be proved by a copy certified under the hand of such officer and the seal of such corporation or office, if there be any; and, if any such officer shall knowingly make a false certificate, he shall be punished in the same manner as if guilty of perjury. (General Statutes, sec. 5601.)

When any officer... or employee of the state, or of any political subdivision thereof, is required or authorized by law or has the duty to record or copy any document... such recording or copying may be done by any photographic process, approved by the examiner of public records, which clearly and accurately copies, photographs or reproduces the original document... Properly certified photographic copies of any record made under the provisions of this section shall be admissible in evidence in the same manner and entitled to the same weight as copies made and certified from the original. (Ibid., sec. 1735c.)

**Indiana:** Exemplifications or copies of records...which are kept in any public office in this state, shall be proved or admitted as legal evidence in any court or office in this state by the attestation of the keeper...that the same are true and complete copies of the records...in his custody, and the seal of office of said keeper thereto annexed, if there be a seal, and if there be no official seal, there shall be attached to such attestation, the certificate of the clerk and the seal of the circuit or superior court of the proper county where such keeper resides, that such attestation is made by the proper officer. (Anno. Indiana Statutes, sec.2-1617.)

**Montana:** Every public officer having the custody of a public writing, which a citizen has the right to inspect, is bound to give him, on demand, a certified copy of it, on payment of the legal fees therefor, and such copy is admissible as evidence in like cases and with like effect as the original writing. (Revised Codes, sec. 10343.)

**Nebraska:** In all cases in which any instrument or document is required by law to be copied or recorded in any public record in any public office within the State of Nebraska, the officials having charge of the making of said records may employ the use of photographic processes for the reproduction upon the pages of the public records of a true copy of the original instrument or document to be so recorded, and may likewise use any such photographic process for the making of certified copies of such public records (provided the permanence of the process has been demonstrated to the satisfaction of the officials in charge of the records. (Compiled Statutes, sec. 20-1281.)

**Alabama:** All transcripts of books or papers or parts thereof, required by law to be kept in the office, custody or control of any public officer, agent, servant or employee of any municipality, city, county, or of the state of Alabama, or of the United States, when certified by the proper custodian thereof, must be received in evidence in all courts...(All custodians must furnish, on payment of fees). (Ala. Code, sec. 7681.)

## Uniformity

**Vermont:** The (public records) commission shall be empowered...to devise standard books or forms for the keeping of records, except such records as are otherwise regulated by law, and to make such standard books or forms available to each town, at its expense through the state purchasing agent, provided any town shall apply for the same... (Acts and Resolves,...1937, No. 229.)

**Alabama:** The books, documents and files shall be uniform in size and general style of make-up and binding throughout the several state offices and departments, and in their manufacture the best grades of paper, inks, and binding shall be employed...In contracting for the record books, letter heads or other writing papers, folio sheets, inks, typewriter ribbons, carbon papers and stamp pads, the secretary of state or other officer, officers or agents charged with the selection or purchase thereof, shall require substantial uniformity as above provided, and shall select only such books or other materials as conform to the requirements herein specified, to the end that all state, county and institutional records may be lasting and permanent. (The Ala. Code of 1923, sec. 2691).

## LOST OR DESTROYED RECORDS OF CONVEYANCES

AN ACT to remedy the evils consequent upon the destruction of any public records by fire or otherwise. [Approved April 9, 1872. L. 1871-2, p. 652.]

5. Deeds and certified copies re-recorded--Effect., #1.  
Be it enacted by the People of the State of Illinois, represented in the General Assembly: Whenever it shall appear that the records, or any material part thereof, of any county in this state have been destroyed by fire or otherwise, any map, plat, deed, conveyance, contract, mortgage, deed of trust, or other instrument in writing affecting real estate in such county, which has been heretofore recorded, or certified copies of such, may be re-recorded; in recording the same the recorder shall record the certificate of the previous record, and the date of filing for record appearing in said original certificate so recorded shall be deemed and taken as the date of the record thereof. And copies of any such record, so authorized to be made under this section, duly certified by the recorder of any such county, under his seal of office, shall be received in evidence, and have the same force and effect as certified copies of the original record. S.H.A. 116 5 ; J.A.117.06.
6. Certified copy of record from another county recorded--Effect., #2. In any county of this state where the records have been burned or destroyed, as specified in the last section, any map, plat, deed, conveyance, contract, mortgage, deed of trust, or other instrument in writing affecting real estate in such county, has been recorded in any other county of this state, certified copies of the same, heretofore and hereafter made, may be recorded in such county where the records have been so burned or destroyed, and in recording the same the recorder shall record all certificates attached thereto; and if any of such certificates show the previous recording of the same in the county where the records have been burned or destroyed, the date of filing for record, in such county appearing in said certificate so recorded shall be deemed and taken as the date of the record thereof. And copies of any such record, so authorized to be made under this section, duly certified by the recorder of any such county, under his seal of office, shall be received in evidence, and have the same force and effect as certified copies of the original records. S.H.A.116 #6; J.A. 117.07
7. Copies of deeds, etc., from court records recorded--Effect., #3 Whenever, in any court of record in this state, or any other state, or in any court of the United States, there are original or certified copies of any deed, conveyance, contract, mortgage, deed of trust, or other instrument in writing affecting real estate in such county, copies thereof, certified by the clerk of such court, under his seal of office, may be made and recorded in such county where the records have been so burned or destroyed, and in recording the same the recorder shall record all the certificates attached thereto; and if any of such certificates show the previous recording of the same in the county where the records have been so burned or destroyed, the date of filing for record in such county appearing in said certificate so recorded shall be deemed and taken as the date of the record thereof. Copies of any such record, so authorized to be made under this section, duly certified by the recorder of any such county, under his seal of office, shall be received in evidence,

and have the same force and effect as certified copies of the original record. S.H.A.116 #7; J.A.117.08.

8. Proceedings to re-produce maps--Notice., #4. Whenever the public record of any plat or map, which is required by law to be kept by the recorder of deeds, has been or may hereafter be injured or destroyed by fire or otherwise, it shall be the duty of the State's Attorney of the county in which such injury, loss or destruction has occurred or shall occur, forthwith to file in the circuit court an information, in the name of the People of the State of Illinois, setting forth substantially the fact of such injury, loss or destruction with the circumstances attending the same, as near as may be; and thereupon the clerk of such court shall cause such information to be published in full in one or more public newspapers published in such county, for the period of three weeks, together with a notice, addressed to "all whom it may concern," that the court will at a return day therein designated, which shall not be less than four weeks from the first publication of such information and notice, or as soon after such designated return day as the matter can be heard proceed to hear and determine the matters in said information set forth, and will take testimony for the purpose of reproducing and re-establishing such records of maps and plats as the court shall find to be injured, lost or destroyed.

Parties defendant., Upon such publication being made, all persons interested shall be deemed defendants, and may appear in person or by counsel, and be heard touching such proceedings.

Hearing., If the court shall be satisfied that any public record of maps and plats has been injured, lost or destroyed an order to that effect shall proceed to take testimony for the purpose reproducing and re-establishing the record so injured, lost or destroyed.

Continuances--Separate orders., The proceedings may be continued from time to time, and orders and decrees shall be made as to each map or plat separately.

New map recorded--Effect., The clerk shall cause all maps and plats adjudged by the court to be correct copies of the records injured, lost or destroyed, as often and as soon as they are so adjudged to be filed in the office of the recorder of deeds, with a certified copy of the order or judgment of the court in the premises attached thereto, and recorded in a book or books to be provided for that purpose. And the said record shall be deemed and taken in all courts and places as a public record, and as a true and correct reproduction of the original record so injured, lost or destroyed. (Amended by act approved June 21, 1933. L.1933, p.862. In force Jan. 1, 1934., S.H.A. 116 #8; J.A.117.09.

9. Costs., #5. All costs and expenses incurred in the proceeding under the last preceding section, including copies of maps and plats and recording of the same, shall be taxed as costs against the county in which such proceedings are had. S.H.A 116 #9; J.A.117.10

10. Copies of official records, etc., recorded--  
Effect., #6. Whenever it shall appear that the records of any part thereof of any county in this state have been destroyed by fire or otherwise, so that a connected chain of title cannot be deduced therefrom, copies, duly certified by the proper officers, of all deeds, patents, certificates, plats and legal subdivisions of lands in such county in the custody or control of any officer of this state or the United States, may be recorded in the recorder's office of such county; and the record so made shall have the same force and effect as the record of the originals of such instruments. S.W.A. 116 #10; J.A.117.11.
11. County Authorities to procure records from United States authorities., #7 It shall be the duty of the county board of such county, as soon as may be, to procure from the United States authorities at Washington, Springfield, or elsewhere, all maps, tract books or official entries or properly authenticated copies thereof as relate to any of the lands in such county, and cause the same to be recorded in the recorder's office of such county.  
S.W.A. 116 #11; J.A.117.12
12. Purchase of abstracts, etc.--Evidence., #8.  
It shall be the duty of the judges of the circuit court of the county, or the judges of the circuit and superior courts of Cook County, to examine into the state of the records in such county, and in case they find any abstracts, copies, minutes or extracts from said records existing after such destruction as aforesaid, and find that said abstracts, copies, minutes or extracts were fairly made before the destruction of the records by any person or persons, in the ordinary course of business, and that they contain a material and substantial part of said records, the said circuit judge of the county, or the judges of the circuit or superior courts of Cook County, shall certify the facts found by them in respect to such abstracts, copies, minutes and extracts, and the said judges of said county, or the judges of the circuit or superior courts of Cook County, shall cause all evidence produced as to said abstract books to be reduced to writing and shall cause all such evidence to be spread of record, as a part of the order of said court. And also (if they are of that opinion) that such abstracts, copies, minutes and extracts tend to show a connected chain of title to the land of said county, and upon filing of a certificate of said circuit judge of the judges of the circuit and superior courts of Cook County, with the county clerk of the proper county, the county board may, with the approval of the judge of the circuit court of the county or the judges of the circuit and superior courts of Cook County, purchase from the owners thereof such abstract copies, minutes or extracts, or such part thereof as may tend to show a connected chain of title to the land in such county, including all such judgments and decrees as form part of any such chain of title, paying therefor

such fair and reasonable price as may be agreed upon between them and such owners, the amount thus agreed to be paid for such abstracts, copies, minutes or extracts shall be paid by such county in money or in bonds, to be issued by such county, as the county board may determine, or such county board may, with said approval, procure a copy of said abstracts, copies, minutes and extracts instead of the original, to be paid for in like manner: And it is further provided, that any owner of said abstracts, copies or minutes shall have the right to file a petition in the circuit court of the proper county, in which petition he or they shall set forth the manner in which such abstracts, copies or minutes were made or procured, and if the court shall find from the evidence produced (which evidence shall be preserved as hereinbefore provided) that said abstracts, copies or minutes were fairly made in the regular course of business before such destruction of the records, the court shall enter his decree to that effect, and the evidence produced on the trial of said cause entered of record at large as a part of the decree of the court. And thereupon said abstracts, copies, or minutes, of said burnt records shall be taken as prima facie evidence of all such matters as they contain (but no such abstracts, copies, minutes or extracts shall be taken or held to be prima facie evidence of what they contain that does not purport to recite all deeds and mortgages previously executed and recorded, and describing the several tracts of lands and town lots to which said abstracts, copies, minutes or extracts refer from the date of entry): Provided, further, that all abstracts to separate tracts of lands made by the owner of said abstracts, copies, minutes or extracts shall also be taken and held as prima facie evidence of what they contain when they shall be accompanied with an affidavit signed and sworn to by the owner or owners of said abstracts, copies, minutes or extracts, showing that said separate abstracts contain a full, true and perfect copy of all transfers on the tract or tracts set forth in said separate abstracts as appears upon said abstracts, copies, minutes or extracts, as established by the circuit court of ..... County, on the ..... day....., A.D. .... and that said separate abstracts contain all deeds, mortgages and other liens on said separate tracts, as shown by said abstracts, copies, minutes or extracts established as aforesaid. (As amended by act approved June 21, 1933. L 1933, p. 862. In force Jan. 1, 1934.) S.H.A. 116 #12; J.A. 117.13.

13. Abstracts kept in recorder's office--Evidence--Copies--Presumptions regarding abstracts., #9. Said abstracts, copies, minutes and extracts, or said copy thereof, if so bought as aforesaid, shall thereupon be placed in the recorder's office of such county, to be copied or arranged



in such form as the county board shall deem best for the public interest, and in case the originals have been lost or destroyed, or not in the power of the party asking to use the same on any trial or other proceeding, copies of the same or any part thereof, duly certified by the recorder of deeds of such county, shall be admissible as evidence in all the courts of law and equity in this state. And it shall be the duty of the recorder of deeds of such county to furnish to any and all parties requesting it (upon being paid the charges herein provided for), certified copies of the same, or parts thereof; and for the purpose of repaying the cost of the same to the county, the county board may fix a compensation, to paid to the county, in addition to the fees allowed by law to the recorder for transcribing the same. In all cases in which any abstracts, copies, minutes and extracts, or copies thereof, shall be received in evidence under any of the provisions of this act, all deeds or other instruments of writing appearing thereby to have been executed by any person or persons, or in which they appear to have joined, shall (except as against any person or persons in the actual possession of the lands or lots described therein at the time of the destruction of the records of such county claiming title thereto otherwise than under a sale for taxes or special assessments), be presumed to have been executed and acknowledged according to law; and all sales under powers, and all judgments, decrees and legal proceedings, and all sales thereunder (sales for taxes and assessments, and judgments and proceedings for the enforcement of taxes and assessments excepted), shall be presumed to be regular and correct, except as against the person or persons in this section before mentioned, and any person alleging any defect or irregularity in any such conveyance, acknowledgment, sale, judgment, decree or legal proceeding shall be held bound to prove the same, and any deed proved under the provisions of this act purporting to be based upon the execution of any power or upon a judgment or decree shall be prima facie evidence of the existence of such power, judgment or decree: Provided, that nothing in this act contained shall impair the effect of said destroyed record as notice. [As amended by act approved June 15, 1887. L. 1887, p. 258.] S.H.A. 116 # 14; J.A. 117.15.

15. **Petition -- Defendants -- Verification -- Perjury.**, # 11. It shall be lawful for any person claiming title to any lands in such county at the time of destruction of such records, and for all claiming under such person, to file a petition in any court in such county having chancery jurisdiction, praying for a decree establishing and confirming his said title.

Any number of parcels of land may be included in one petition, or separate petitions may be filed, as the petitioner may elect.

Said petition shall state clearly the description of said lands, the character and extent of the estate claimed by the petitioner, and from whom, and when, and by what mode he derived his

title thereto. It shall give the names of all persons owning or claiming any estate in fee in said lands, or any part thereof, and also all persons who shall be in possession of said land, or any part thereof, and also all persons to whom any such lands shall have been conveyed, and the deed or deeds of such conveyance shall have been recorded in the office of the recorder of deeds of such county, since the time of the destruction of such records as aforesaid, and prior to the time of the filing of such petition, and their residences, so far as the same are known to said petitioner; and if no such persons are known to said petitioner it shall be so stated in said petition.

All persons so named in said petition shall be made defendants, and shall be notified of said suit by summons, if residents of this State, in the same manner as is now or may hereafter be required in civil proceedings by the laws of this state: Provided, that the notice specified in section 12 of this Act<sup>1</sup> shall be the only publication notice required, either in case of residents, non-residents or otherwise. All other persons shall be deemed and taken as defendants by the name or designation of "all whom it may concern."

Said petition shall be verified by the affidavit of the petitioner, or by the agent of said petitioner; and the party so swearing falsely shall be deemed guilty of perjury and punished accordingly, and shall be liable in damages to any person injured by such false statement, to be recovered in a civil action in any court having jurisdiction thereof. (As amended by act approved June 28, 1935. L. 1935, p. 1135.; S.H.A. 116 #15; J.A. 117.16.

<sup>1</sup>Section 16 of this chapter.

See # 19, post.

16. Entry of petition--Publication notice., #12. It shall be the duty of the clerk of the court in which said petition is filed, to enter, in a separate book or books to be kept for the purpose the names of the petitioners and defendants, the date of filing said petition, and a description of all the lands included therein, which record shall be at all times open to the public. All lands in each separate town, addition, section or subdivision shall be entered on the same page, or consecutive pages, with an index to said book or books, showing on what page any such separate town, addition, section or subdivision may be found. Said clerk shall also, in all cases, cause publication of notice to be made of the filing of said petition, which notice shall be entitled "Land Title Notice," and shall be substantially as follows:

A. B. C. D. etc., (here giving the names of all known defendants, if any,) and to all whom it may concern:

Take notice, that on the .....day of .. .A.D. 19. .., a petition was filed by the undersigned,

in the..... court of .....County,  
to establish his title to the following  
described lands. (Here insert a full de-  
scription of the lands in said petition.)  
Now, unless you appear on the.... day of  
..... 19...., in said court, (naming a return  
day at least thirty days from the first insertion  
of said notice), and show cause against such  
application, said petition shall be taken for  
confessed, and the title or interest of said  
petitioner will be decreed and established accord-  
ing to the prayer of said petition, and you  
forever barred from disputing the same.

G.P. Solicitor                      E.P. Petitioner

Said notice shall be published once a week  
for three weeks the first insertion to be at  
least thirty days prior to the return day named  
in such notice for appearance, and the several  
publications shall be in the same newspaper in  
said county or if there be no newspaper published  
in said county, then in a newspaper published in  
one of the counties nearest thereto. Provided,  
said newspaper shall be a newspaper of general  
circulation, printed in the English language,  
and shall have been continuously published in  
said county for a period of at least six months.

[As amended by act approved June 21, 1933.

L. 1933, p. 862. In force Jan. 1, 1934.,

S.H.A. 116 #16; J.A. 117.17.

Prior amendment: L.1919, p. 714.

17. Answer of defendant--Cross-petition.; #13. Any  
person interested may oppose any such petition,  
and file his answer or appropriate motion there-  
to on or before the day named in said publication  
notice, unless the time be extended by order of  
court, and may also file a cross petition if he  
or she desires to do so. Said answer shall ad-  
mit, confess or avoid or deny all the material  
allegations of the petition, and shall, except  
when made by guardians ad litem, be verified by  
the affidavit either of the respondent or his  
agent, in the same manner as above required on  
cases of the petition. Said answer shall have  
no other nor greater weight as evidence than the  
petition. [As amended by act approved June 28,  
1935. L. 1935, p. 1135.,  
S.H.A. 116 #17; J.A. 117.18.  
Prior amendment: L. 1933, p. 862.  
Motion in lieu of demurrer, see ch. 110, #169, ante
18. Decree pro confesso or hearing.; #14. If no  
appropriate motion or answer shall be filed as  
above provided, the petition may be taken for  
confessed, and a decree entered according to  
the prayer of said petition, upon proof of the  
facts stated in said petition; but if any person  
shall file an answer, as aforesaid, to such  
petition, the court may hear evidence or order  
a reference to a master-in-chancery or special  
commissioner, to take evidence and report, when  
the same proceeding shall be had as on a refer-  
ence to master-in-chancery under and according  
to the practice in courts of chancery in this  
State. If the petition includes more than one  
parcel of land, and no appropriate motion or  
answer shall be filed as to some of said parcels,  
the court may enter a decree pro confesso as to

those parcels as to which no appropriate motion or answer shall be filed, and hear evidence or order a reference as to the remaining parcels. (As amended by act approved June 28, 1935. L.1935, p.1135.)  
S.H.A. 116 #18; J.A. 117.19.  
Prior amendment: L.1933, p.862.

19. Decree may establish title without affecting lien., #15. It shall be competent for said courts, in all such decrees, whether pro-confesso or on the report of any master or special commissioner, or otherwise, to determine and decree in whom the title in any or all of the lands described in said petition is vested, whether in the petitioner, or in any other of the parties before the court; but said decree shall not in any wise affect any lien or liens to which said fee may be subject, and which have been created since the destruction of such records, whether the same be by mortgage, deed of trust, judgment, statute, mechanics' lien, or otherwise, but shall leave all such liens to be ascertained or established in some other proceeding, or to be enforced as the parties holding them may see fit. (As amended by act approved June 15, 1887. L.1887, p.258.)  
S.H.A. 116 #19; J.A. 117.20.  
See # 15, ante.

20. Effect of decrees., #16. Said decree of said court, when entered, shall be forever binding and conclusive: Provided, that any decree shall be subject to be opened, modified, vacated or set aside on appeal: And, provided further, that the period of time within which an appeal must be taken or supersedeas secured, in cases of appeal by insane persons and minors, shall be the same as in other civil cases: And, provided further, that any decree entered upon any petition or cross-petition, which does not make defendant, by name, all persons who shall be in possession of such lands, or any part thereof at the time of the filing of such petition, or which does not make defendant, by name, all persons to whom any such lands shall have been conveyed, and the deed or deeds of such conveyance shall have been recorded in the office of the recorder of deeds of such county since the time of the destruction of the records, as aforesaid, and prior to the time of the filing of any such petition, shall be absolutely void as to such person omitted, but shall be final and conclusive as to all others: And provided further, that all defendants who shall not be actually served with a summons in the suit in which such decree may be rendered, shall have allowed to them the same time after the entry of such decree within which, upon petition to the court rendering the same, to have the said decree vacated and set aside in the same manner as is allowed to defendants in other civil cases. (As amended by act approved June 28, 1935. L. 1935, p. 1135.)  
S.H.A. 116 #20; J.A. 117.21.  
Prior amendment: L. 1887, p. 258.

21. Restoration of deeds, etc., not appearing on record., #17. Whenever any deeds or other instruments, in writing affecting the title to any of the lands

in any such county, shall have been filed for record so short a time before such destruction of the records, as aforesaid, that no proof of them remains either on such records, or among the abstracts, copies, minutes or extracts specified in Section 8 of this Act, it shall be the duty of the person or persons having filed the same or claiming the benefit thereof, within sixty days from the time this act takes effect, to re-file for record such deeds or other instruments or copies thereof, or if that cannot be done, then he shall, within sixty days, make and file a petition to establish such deed or other instrument of writing, under the provisions of this act. In all cases when any original deed and the record thereof has been lost or destroyed, it shall be lawful for any person having, a duly certified copy of said record to cause the same to be recorded, which record shall have the same force and effect as now belong to the record of original deeds. S.H.A. 116 #21; J.A. 117.22.

22. Burden of proof on party claiming under tax deed, etc., #18. No tax deed or certificate of tax sale based on any proceedings, the record of which shall appear to have been destroyed, as aforesaid, shall be received in any of the courts of this state as prima facie evidence of the regularity of such proceedings, but the burden of proof shall be upon the person, claiming under such deed or certificate to show the regularity and legality of all such proceedings; in order to sustain the validity of any tax deed or sale for any tax or taxes, assessment or assessments, in any county to which the provisions of this act are applicable, in any suit or proceeding whatsoever, it shall be necessary for the party relying upon any such deed or sale to show, affirmatively, that each and all the provisions of law, in respect to assessment, levy, sale and deed of the lands affected or to be affected by any such deed or sale as aforesaid, have been in all respects complied with--and no presumption shall be indulged in favor of any such tax deed or sale; and it shall not be sufficient to show a collector's report, notice, judgment, order of sale, sale notice, notice of sale, tax affidavit, and deed, anything, in this law or in any other law of this state to the contrary notwithstanding. S.H.A. 116 #22; J.A. 117.23.

23. Rights of personal representatives, etc., #19. Executors, administrators, conservators, guardians and trustees shall be entitled to proceed under this act in behalf of the interest and rights they represent. S.H.A. 116 #23; J.A. 117.24.

24. Special commissioners -- Fees., #20. The judges of courts having chancery jurisdiction in such county shall have power to appoint as many special commissioners from time to time as they may deem necessary to carry out the provisions

of this act, in addition to the masters in chancery of said courts, who shall be ex-officio, such special commissioners, to take evidence and report all such petitions as may be referred to them. The fees of all masters in chancery, commissioners, clerks, sheriffs, and all officers and employees, for services under this act, shall not, in any case, exceed two-thirds of the fees now or hereafter provided by law for the same services.  
S.H.A. 116 #24; J.A. 117.25.

25. Meaning of "person."; #21. The word "person," when used in this act, shall include persons and all bodies politic and corporate.  
S.H.A. 116 #25; J.A. 117.26.

26. Civil Practice Act to apply.; #22. The provisions of the Civil Practice Act,<sup>1</sup> including the provisions for appeal, and all existing and future amendments of said Act and modifications thereof, and the rules now or hereafter adopted pursuant to said Act, shall apply to all proceedings hereunder, except as otherwise provided in this Act. [As amended by act approved June 28, 1935.  
L. 1935, p. 1135.,  
S.H.A. 116 #26; J.A. 117.27.

<sup>1</sup>Chapter 110.

Civil Practice Act, see ch. 110, #125 et seq., ante.

Supreme Court rules, see ch. 110, §§ 259.1-259.71, ante.

27. Admissibility of evidence where record evidence destroyed -- Forgery.; #23. In all cases under the provisions of this act, and in all proceedings or actions now or hereafter instituted as to any estate, interest or right in, or any lien or incumbrance upon any lots, pieces or parcels of land, when any party to such action or proceeding, or his agent or attorney in his behalf, shall orally in court, or by affidavit, to be filed in such action or proceeding, testify and state under oath that the original of any deeds, conveyances, or other written or record evidence, has been lost or destroyed, or not in the power of the party wishing to use it on the trial to produce the same, and the record thereof has been destroyed by fire or otherwise, the court shall receive all such evidence as may have a bearing on the case to establish the execution or contents of the deeds, conveyances, records, or other written evidence, so lost or destroyed: Provided, that the testimony of the parties themselves shall be received subject to all the qualifications in respect of such testimony which are now provided by law: And provided, further, that any writings in the hands of any person or persons which may become admissible in evidence, under the provision of this section or of any other part of this act, shall be rejected and not be admitted in evidence unless the same appear upon its face without erasure, blemish, alteration, interlineation or interpolation in any material part, unless the same be explained to the satisfaction of the court.

and to have been fairly and honestly made in the ordinary course of business; and that any person or persons making any such erasure, alteration, interlineation or interpolation, in any such writing, with the intent to change the same in any substantial matter, after the same has been once made as aforesaid, shall be guilty of the crime of forgery, and be punished accordingly; and that any and all persons who may be engaged in the business of making writings or written entries concerning or relating to lands and real estate, in any county in this state to which this act applies, and of furnishing to persons applying therefor abstracts and copies of such writings or written entries as aforesaid, for a fee, reward or compensation therefore, and shall not make the same truly and without alteration or interpolation, in any matter of substance, with the view and intent to alter or change the same in any material matter, or matter of substance, shall be guilty of the crime of forgery, and punished accordingly; and any and all such person or persons shall furnish said abstracts or copies as aforesaid, to the person and persons from time to time applying therefor, in the order of applications and without unnecessary delay, and for a reasonable consideration to be allowed therefor, which in no case shall exceed the sum of one dollar and fifty cents for each and every conveyance, or other like change of title, shown upon such abstract or copy; and any and all persons so engaged, and whose business is hereby declared to stand upon a like footing with that of common carriers, who shall refuse so to do, if tender or payment be made to him or them of the amount demanded for such abstract or copy, not exceeding the amount aforesaid, as soon as such amount is made known, or ascertained, or of a sum adequate to cover said amount, before its ascertainment, shall be guilty of the crime of extortion, and be punished by a fine of not less than \$100, and not exceeding \$1,000 therefor, upon indictment in any court having jurisdiction thereof, and shall also be liable in an action on the case, or other proper form of action or suit, for any and all damages, loss or injury, which any person or persons applying therefor may suffer or incur by reason of such failure to furnish such abstract or copy as aforesaid. (As amended by act approved March 30, 1874. L. 1873-4. p. 132.)  
S.H.A. 116 #27; J.A. 117.38.

28. Abstract of title in evidence where originals destroyed.; # 24. Whenever, upon the trial of any suit or proceeding which is now or hereafter may be pending in any court of this state any party to such suit or proceeding, or his agent or or his attorney in his behalf, shall orally in court or by affidavit to be filed in such cause, testify and state under oath that the originals of any deeds or other instrument in writing, or

records of any court relating to any lands, the title or any interest therein, being in controversy in such suit or proceeding, are lost or destroyed, or not within the power of the party to produce the same, and that the records thereof are destroyed by fire or otherwise, it shall be lawful for such party to offer, and the court shall receive as evidence any abstract of title, or letter-press copy thereof, made in the ordinary course of business prior to such loss or destruction, and it shall also be lawful for any such party to offer, and the court shall receive as evidence, any copy, extracts of minutes from such destroyed records, or from the originals thereof, which were, at the date of such destruction or loss, in the possession of persons then engaged in the business of making abstracts of title for others for hire. A sworn copy of any writing admissible under this section made by the person or persons having possession of such writing, shall be admissible in evidence in like manner, and with like effect, as such writing, provided the party desiring to use such sworn copy as evidence shall have given the opposite party a reasonable opportunity to verify the correctness of such copy. As amended by act approved June 15, 1887. L. 1887, p. 258.

S.H.A. 116 § 28; J.A. 117.29.

Prior amendment: L. 1873-4, p. 132.



## TRANSCRIBING RECORDS

"When it shall appear to the county board that any books of record, entry books, indexes or abstract books, are likely to become useless from age or much use, or are illegibly written, defaced, or imperfectly kept, they shall cause the same to be transcribed at the cost of the county."

An Act to revise the law in relation to recorders.  
Approved March 9, 1874. Revised Statutes of 1874. p.833  
Sect.19. (Smith-Hurd Revised Statutes 1939. Chap. 116,  
Sect.20, p.2625)

An Act to revise the law in relation to criminal jurisprudence. Approved March 27, 1874. In force July 1, 1874. Revised Statutes of 1874. Sect. 216-219. p.384-385 (Smith-Hurd Revised Statutes 1939, v Sects.461-464, p.1178-1179)

Chap. 38,

#### Withholding Records, Etc., From Successors

(216) "If any person whose office shall be abolished by law, vacated or determined by removal from office, resignation, death, expiration of the time for which he was elected or appointed, or other cause, or his executors, administrators or other persons, shall willfully and unlawfully withhold or detain from his successor or other person entitled thereto by law, the records, papers, documents or other writings, or other articles of property appertaining or belonging to such office, or mutilate, destroy or take away the same, the person so offending shall be imprisoned in the penitentiary not less than one year nor more than five years." (R.S. 1846, p.167, Sect.90)

#### Search Warrant May Issue for Records

(217) "If any person whose office shall be abolished by law, vacated or determined by removal from office, resignation, death, expiration of the time for which he was elected or appointed, or other cause, or his executors, administrators, or other persons, neglect or refuse to deliver over any records, papers, documents or other writing, or other articles of property pertaining to such office, when thereto lawfully required by the successor to such office, or other person entitled to the custody thereof, the judge of any court of record in the proper county may, upon the affidavit of any competent person setting forth proper facts, issue his warrant directed to the sheriff or coroner of the proper county, commanding him to seize all the records, books, papers, documents and other public property belonging or appertaining to the said office, and deliver the same to the person entitled to the custody thereof, to be named in such warrant". (R.S. 1846, p.432, Sect.10)

#### Execution of The Process.

(218) "The officer executing any warrant issued as aforesaid may break open any doors, trunks, or places in which any of the records, books, papers, documents or other public property, in such warrant commanded to be seized and secured, may be concealed, or in which he may suspect them to be; and in case of resistance, may arrest any person who may resist the execution of such warrant, and carry him before some judge or justice of the peace, to be dealt with as other persons obstructing the execution of such process; and the officer executing such

warrant may call to his assistance the power of the county, in the same manner as in the execution of other process. And any officer to whom any such warrant may be directed and delivered, who shall neglect or refuse to execute and return the same according to law, or otherwise fail to perform any of the duties herein required of him, shall forfeit and pay a sum not exceeding \$1,000, nor less than \$100, to be recovered by indictment, to the use of the county, in any court of competent jurisdiction." (R.S. 1845, p.432, Sect.11)

#### Defense

(219) "Whoever is aggrieved by the issuing of such warrant may apply to such judge, or if he is absent, to any other judge of a court of record, who, if he is satisfied, upon the affidavit of the applicant, that there is good reason to believe injustice has been, or is about to be done by the execution of such warrant, shall issue a citation to all persons interested therein, commanding them to appear before such judge, at a place and time to be in such citation named, which shall be executed by the sheriff or coroner. And the judge shall have the power to enforce obedience to such citation by attachment, to be issued by him, and to proceed in a summary way and determine according to right and justice, and may issue his warrant for the restoration of any book, record, paper, document or other article of property which shall appear to him to have been improperly seized or delivered over; which warrant shall be executed in the same manner, and the officer to whom it is directed shall have the same powers, and be liable to the same penalties for neglect of duty, as in case of other warrants. Any proceeding under this and the two preceding sections shall not be held to determine the right of any person to such office, but such right may be contested in the manner provided by law." (R.S. 1845, p.433, Sect.12)

## LARCENY AND FALSIFYING PUBLIC RECORDS

"If any judge, justice of the peace, sheriff, coroner, clerk, recorder or other public officer, or any person whatsoever shall steal, embezzle, alter, corrupt, withdraw, falsify or avoid any record, process, charter, gift, grant, conveyance, bond or contract, or shall knowingly and wilfully take off, discharge or conceal any issue, forfeited recognizance, or other forfeiture, or shall forge, deface or falsify any document or instrument recorded, or any registry, acknowledgement or certificate, or shall alter, deface or falsify any minute, document, book, or any proceeding whatever, of or belonging to any public office within this state, the person so offending shall be imprisoned in the penitentiary not less than one nor more than seven years."

An Act to revise the law in relation to criminal jurisprudence. Approved March 27, 1874. In force July 1, 1874. Revised Statutes of 1874. Sect.176, p.378 (Smith-Hurd, Revised Statutes, 1939, Chap.33, Sect.401, p.1170)

## HISTORICAL ARCHIVES OF COUNTIES

An Act to provide for the better preservation of official documents and records of historical interest. Approved June 9, 1897, Laws of 1897, p.206; as amended by Act approved May 25, 1907, Laws of 1907, p.274. (Smith-Hurd, Revised Statutes, 1939, Chap. 128, Sect.18-20, p.3079)

**County may transfer Original Records to State Historical Library, etc.**

**Sect.1. "The board of supervisors or board of county commissioners, as the case may be, of every county, and the city council or board of trustees of every city, town or village in this State may, by order or resolution authorize and direct to be transferred to the Illinois State Historical Society, the Illinois State Historical Library, the Archives Division of the Illinois State Library or to the State University Library at Urbana, Illinois, or to any historical society duly incorporated and located within their respective counties, such official papers, drawings, maps, writings and records of every description as may be deemed of historic interest or value, and as may be in the custody of any officer of such county, city, town or village. Accurate copies of the same when so transferred shall be substituted for the original when in the judgment of such county board, city council or board of trustees the same may be deemed necessary. As amended by act approved July 13, 1939. L. 1939, p.693, S.B. No. 425."**

### **Duty of Officers Having Control of Papers**

**Sect.2. "It shall be the duty of the officer or officers having the custody of such papers, drawings, maps, writings and records to permit search to be made at all reasonable hours and under their supervision for such as may be deemed of historic interest, and whenever so directed by the board of supervisors or county board, city council or board of trustees of such county, city, town or village in the manner prescribed in the foregoing section to deliver the same to the trustee, directors or librarian or other officer of the library or society designated by said board of supervisors or county board, city council or board of trustees, as the case may be."**

### **Appropriations**

**Sect.3. "The board of supervisors, county board, city council and board of trustees of the several counties, cities, towns and villages in this state shall have the power to make reasonable appropriations from their respective revenues for the purpose of carrying the provisions of this act into effect."**

STATE ARCHIVES DEPARTMENT

An Act to revise the law in relation to the State Library and to repeal an Act herein named. Approved July 13, 1939. Laws of 1939, p.697 (Smith-Hurd, Revised Statutes 1939, Chap.128 p.3077)

Sect.2. The Secretary of State shall be librarian of the State Library, and shall have the direction and control thereof. He may make and enforce such rules and regulations in relation to the care, arrangement and use of books, maps, charts, papers, furniture and other things belonging to the State Library as he may deem proper.

....

Sect. 4. The librarians appointed in the respective regional library districts shall constitute an Advisory Library Committee, whose duty it shall be to make recommendations concerning the policies and management of the State Library.

Sect.5. The Illinois State Library shall:

....

(b) Maintain a Division for acquiring and preserving archival material of the State, and, offer facilities for the proper use of the said material.

....

Sect.13. The State librarian shall have an official seal which shall be used to authenticate all books or records in his custody that are not exempt from examination as confidential or protected by subsisting copyright. A fee of fifty cents per page shall be charged for each authenticated book or record, except that there shall be no charge for the making or authentication of such copies or reproductions furnished to any department or agency of the state for official use. When any such copy or reproduction is authenticated by the official seal of the State librarian, it shall be prima facie evidence of the correctness of such books and records and shall be received in evidence in the same manner and with like effect as the original.

....

Sect.15. Any official of the State of Illinois may turn over to the State Librarian, with his consent, for permanent preservation in the Archives Division, any official books, records, documents, original papers, or files, not in current use in his office, taking a receipt therefor.

....

## RE-RECORDING WHEN RECORDS DESTROYED

An act to provide for re-recording deeds, mortgages and other instruments in writing, where the original records thereof have been destroyed, and to fix the fee for such re-recording. Approved March 1, 1872. In force March 1, 1872. Laws of 1871/72, p.649 (Smith-Hurd Revised Statutes 1939, Chap.115, Sect.21, p.2625)

Section 1. "Be it enacted by the People of the State of Illinois, represented in the General Assembly, That in all cases where the records of any county have been or shall hereafter be destroyed by fire or other casualty, it shall be the duty of the recorder of deeds of such county to re-record all deeds, mortgages or other instruments in writing, which may have been recorded or filed for record prior to the destruction of such records, together with the certificates of such original recording, that may be filed in his office for re-recording. And said recorder of deeds may charge and receive as a fee, for re-recording such deeds, mortgages and other instruments aforesaid, and the certificate of such recording, five cents for each hundred words or fractions thereof, and no more. And any recorder of deeds who shall charge a greater fee than the foregoing, or who shall refuse to re-record such instruments in writing, aforesaid, for the fee aforesaid, shall be deemed guilty of malfeasance in office, and subject to all the penalties prescribed by law for such offense.

Section 2. "That whereas the records of Cook county have recently been destroyed by fire, and many such instruments of writing are daily being filed for record, and the fee for re-recording the same has not been fixed by law, therefore an emergency exists, requiring immediate legislation on the subject: therefore, this act shall take effect and be in force from and after its passage."

may be, as in the original proceedings. The court in which the application is pending may, in all cases in which publication is required, direct, by order or orders, to be entered of record, the form of the notice, and designate the newspaper or newspapers in which the same shall be published.

**Section 3.** "In case of the destruction by fire or otherwise of the records, or any part thereof, of any county court having probate jurisdiction, the judge of any such court may proceed upon his own motion, or upon application in writing of any party in interest, to restore the records papers and proceedings of this court relating to the estate of deceased persons, including recorded wills and wills probated or filed for probate in said court; and for the purpose of restoring said record, wills, papers or proceedings, or any part thereof, may cause citations to be issued to any and all parties to be designated by him, and may compel the attendance in court of any and all witnesses whose testimony may be necessary to the establishment of any such record of part thereof, and the production of any and all written or documentary evidence which may be by him deemed necessary in determining the true import and effect of the original record, will, paper or other document belonging to the files of said court; and may make such orders and decrees establishing said original record, will, paper, document or proceedings, or the substance thereof, as to him shall seem just and proper; and such judge may make all such rules and regulations governing the said proceedings for the restoration of the record, will, paper, document and proceeding pertaining to said court, as in his judgment will best secure the rights and protect the interests of all parties concerned.

**Section 4.** "That in all causes which have been removed, or shall hereafter be removed, to the supreme court of this state, a duly certified copy of the record of such cause remaining in the said supreme court may be filed in the court from which said cause was removed, on motion of any party or person or persons claiming to be interested therein; and the copy so filed shall have the same effect as the original record would have had if the same had not been lost or destroyed.

**Section 5.** "Whereas, by reason of the recent destruction by fire of the records of the courts of Cook county, a necessity exists for this act to take effect immediately: therefore, this act shall take effect and be in force from and after its passage.



ACT CONCERNING THE DISPOSAL OF RECORDS

APPROVED AUGUST 5, 1939

An Act to provide for the disposition of certain records of the United States Government.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That whenever any agency of the United States Government has in its custody an accumulation of records that are not needed by it in the transaction of its current business and that appear to it to have no permanent value or historical interest, the head of such agency shall submit a written report thereon to the Archivist of the United States in which he shall state the location and describe the character of such records so as to enable the Archivist to identify them. Said report shall be submitted in triplicate and shall be accompanied by samples of the several kinds of records listed therein.

Sec.2. When used in this Act, the word "records" means originals or copies of motion-picture or other photographic records in any form whatsoever, sound recordings, correspondence, papers, indexes, maps, charts, plans, drawings, punch cards, tabulation sheets, pictures, and other kinds of records belonging to the United States Government.

Sec.3. The Archivist, with the approval of the National Archives Council, shall submit to Congress, at such times as he shall deem expedient, lists of records reported to him in the manner prescribed by section 1 of this Act that appear to him to have no permanent value or historical interest to the Federal Government.

Sec.4. Whenever the Archivist shall submit to Congress, in compliance with the provisions of section 3 of this Act, lists of records that appear to him to have no permanent value or historical interest to the Federal Government, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall constitute a joint committee, to which such lists shall be referred, and said joint committee shall meet and examine said lists and submit to the Senate and House of Representatives, respectively, a report of such examination and their recommendation.

Sec.5. If such joint committee report that any of the records described in the lists referred to them are not needed or useful in the transaction of the current business of the agency by which they were reported to the Archivist and have no permanent value or historical interest to the Federal Government, then it shall be the duty of the head of said agency to dispose of said records by one of the following methods:

(a) By sale, upon the best obtainable terms after due publication of notice inviting proposals therefor;

(b) By causing them to be destroyed;

(c) By transfer (without cost to the United States Government) to any State or dependency of the United States of America or to any appropriate educational institution, library, museum, historical, research, or patriotic organization therein, that has made application to him therefor, through the Archivist of the United States. All moneys derived from the sale of such records shall be paid into the Treasury of the United States by said agency.

If said joint committee shall fail to make a report during any regular or special session of Congress on any list of records that has been submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the agency by which such records were reported to him to dispose of them by any of the methods prescribed in this section.

If it shall appear to the Archivist that any records reported to him in the manner prescribed by section 1 of this Act, while Congress is not in session, have no permanent value or historical interest and have the same form numbers or form letters or are of the same specific kind as other records of the same agency previously authorized for disposition by Congress, he may empower said agency to make disposition of said similar records by any of the methods prescribed in this section.

The Archivist shall submit to Congress at the beginning of each session a descriptive list of all records authorized for disposition by him during the preceding recess of Congress.

Sec. 6. When any records of the United States Government have been disposed of in accordance with the provisions of section 5 of this Act, the head of the agency making such disposition shall submit a written report thereon to the Archivist of the United States in which he shall describe the character and volume of such records and state when and by what method the disposition thereof was accomplished. If any of the records described in a particular report are shown thereby to have been sold, such report shall give the amount of the purchase price received therefor and the total cost of effecting such sales. Said report shall also give the names and post-office addresses of all institutions, associations, or other organizations to which any records therein described have been transferred.

Sec. 7. The Archivist of the United States shall transmit to Congress, at the beginning of each regular session, a concise summarization of the data contained in the reports filed with him by heads of agencies of the Government during the preceding fiscal year in compliance with the provisions of section 6 of this Act.

Sec. 8. Whenever the Archivist shall determine that any records in his custody, or which have been reported to him by any agency under the terms of section 1 of this Act, are a continuing menace to human health or life or to property, he shall cause such records to be destroyed immediately at such place and by such method as he shall select: Provided, however, That if said records have been transferred to his custody, he shall report the disposition thereof to the Congress and to the agency from which they were transferred.

Sec.9. Whenever it shall appear to the Archivist that there are in his custody any records that are without permanent value or historical interest to the Federal Government he shall submit lists thereof to Congress in the manner provided by section 3 of this Act: Provided, however, That the Archivist shall not report to Congress under the provisions of this Section, records of any existing agency of the United States without the written consent of the said agency.

Sec.10. The procedures herein prescribed to be followed are exclusive, and no records of the United States Government may be alienated or destroyed except by authority sought and obtained under the provisions of this Act.

Sec.11. All Acts or parts of Acts inconsistent with the provisions of this Act are hereby repealed.

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Copied from "Fifth Annual Report of the ARCHIVIST OF THE UNITED STATES, 1938-1939", National Archives Legislation, pages 67-69.

MEMORANDA ON PROPOSED BILLS TO AUTHORIZE THE  
DESTRUCTION OF CERTAIN COUNTY RECORDS

Prepared for the Use of the Legislative Committee of the Illinois County Clerks' Association by the Archives Department of the Illinois State Library.

- February 18, 1943 -

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For the past few months Mr. Kenneth Blood, field visitor for archives in the Illinois State Library, (on the suggestion of officers of the respective county officials' associations) has been gathering data on the subject of record reduction. Although this subject requires much more study, there seems to be general agreement among county Clerks that certain bulky records need not be kept permanently. Since county officials cannot build additional vaults or buy new equipment for the duration of the War, it would relieve a storage problem which has already become acute in many court houses, if legislative permission could be secured for the destruction of these records.

In general, no record should be destroyed:

- a. Until after the period covered by the statute of limitations has released every document in the file or volume.
- b. No financial record, and possible no record at all, made during the current administration of the incumbent.
- c. Records of historical value, even though they are of no further legal interest. Records prior to 1870, generally speaking, should not be destroyed. The Archives Department of the Illinois State Library will be glad to arrange with the counties, if they so desire, for a temporary or a permanent deposit of records prior to 1870, in the State Archives Building.

The following records have been pretty well agreed upon by the officials contacted and by the State Archives Department as suitable for destruction:

I. Assessors' books.

Twenty years is the longest period recommended by any clerks as the length of time these records should be preserved. The State Archives Department can see no objection to their being destroyed after ten years. Such records prior to 1870 will be accepted for deposit in the State Archives if offered. The proper period should be named by the Committee.

The bill for destruction of these records would probably take the form of an amendment to the Revenue Act. The Assessors' books and not the Collectors' books are the ones

to be destroyed. We are not sure whether Revised Statutes Chapter 120 Sect. 513 is the correct place.

II. Election poll books and registration records prior to those required by the present registration act.

Knox and Randolph County Clerks were not in favor of destruction; five clerks suggested keeping them for two years, one for five years, one for six years, one for eight years, and two that all should be destroyed after contests had been determined. As a precedent, County Clerks may destroy primary poll books filed by primary judges, after three months (see Revised Statutes 1941, chapter 46, section 419). The Secretary of State is permitted to destroy poll books and tally sheets filed with him after one year. (See Same, Chapter 46, section 62). We would suggest perhaps four years as the period. Early poll books, say prior to 1865, have great historical value and should not be destroyed, but may be deposited in the State Archives.

Legislation should take the form of an amendment to the new Election Code introduced in the House February 17th, 1943. We understood that your committee has already made arrangements for the introduction of such an amendment.

III. Supervisors' claims and county warrants.

These records correspond to cancelled bank checks and like them should be retained at least for the period of the statute of limitations - i.e., ten years. Also they should not be destroyed until after the County Treasurer has recorded payment of same. Mere recording of payment having been made should not release the county from being able to produce the original warrant because a claim might be made that the payee had not in fact received the money, but that notation of payment had been entered fraudulently in the Treasurer's record. Such cases have come to our knowledge. We would suggest that the law be amended to permit destruction after twenty years, and that the county clerk be required to keep the originals or a certified microfilm copy of the cancelled warrant for later cancelled warrants. Keeping this record on film would not only be a great saving of space but would also protect the county against fraudulent claims. If this suggestion does not meet with the approval of the committee we would say that twelve years should be the minimum time at which destruction should be permitted.

IV. Justice of the Peace Dockets.

There seems to be general agreement among the County Clerks contacted that these records are of no value - they are carelessly kept and often not even filed with the County Clerk at all. We are unable to find a statute requiring the County Clerk to keep such records in his office as records of his office. The Revised Statutes of 1941 chapter 79, section 147-150 require that in case of resignation, removal from the district or death, the records of the Justice of the Peace shall be delivered to the County Clerk for safe-keeping until the successor shall be elected and qualified, when the County Clerk shall deliver the same to the succeeding Justice of the Peace. Each Justice of the Peace is required, at the expiration of his term of office, to deliver

his records to his successor. We do not see, therefore, that Justice of the Peace dockets belong in the archives of the County Clerk or that any legislation is necessary in the premises. We suggest that your Legislative Committee advise with the Attorney General as to the proper disposition of such Justice of the Peace dockets as may have been retained in the County Clerk's office. The only case we could see where such records might have to be retained would be in cases where the districts have changed so that one Justice is not the direct successor to another. We do not understand just what would be involved in the proposed legislation on this point. We would not of course be a party to legislation that would permit destruction of the records of the action of any court such as that of the Justice of the Peace.

#### Plans for Future Legislation.

There are doubtless other county records which could be destroyed, but we have not as yet collected data on the subject. If requested by your Association, our county archives extension service will be glad to continue this study in the interim between legislative sessions. We think it is probable that microfilm can be used as a partial solution to the space problems of county officials. Legislative permission would be necessary for that also, and the selection of records to be kept by that technique studied carefully. We would be glad to cooperate with a special commission or the Legislative Council in a detailed study of the whole question of what county records should be made and preserved and for how long. With our limited staff, we could not undertake such a task alone, even if we had the legal experience, which we haven't. We will, however, be glad to help in any way we can.

## DESTRUCTION OF STATE RECORDS

### A Discussion of Recent and Pending Legislation

The problem of selection of useless records for destruction is one about which archivists have been acting like ostriches, because no one is too sure just what records are and are not worthless. At the 1941 session of the General Assembly two bills were passed to authorize State departments to destroy certain records; namely, The State Treasurer and the Department of Finance. At this (1943) session The Auditor is asking for permission to destroy certain records. Such legislation is likely to become epidemic, since it is obvious that the State can no longer afford to house all the records which accumulate in the transaction of State business. Something over a year ago the Archivist compiled a list of what she considered the most important records of the State, and laid down certain principles for making priority selections of State records. This was published as an article in the American Archivist.

Four years ago when the State Library law was revised, the Archivist suggested legislation similar to that of the National Archives. This act provides that departments wishing to dispose of records shall send a descriptive inventory list of records suggested for disposal to the Archivist of the United States, who with the approval of the National Archives Council shall, if he approves, submit such list to the Congress. The presiding officer of the

Senate shall thereupon appoint two Senators, who with the members of the Committee on the Disposition of Executive Papers of the House of Representatives, shall examine such lists and submit a report to Congress.

In 1939 the Archivist suggested that an archives council be created for Illinois which would make recommendations to the General Assembly in relation to authorized destruction of records. She suggested that this council should consist of the elective State official (or Director if a Code Department were involved), and the Chief of the Division to which the records in question appertained, the Attorney General, the Librarian of the State Historical Library and the Archivist (or State Librarian or his designated employee). Mr. Hughes felt at that time that our State officials were not sufficiently educated to make such a council workable and that in operation pressure would be put upon the Archivist to make the final decision and to pay the consequences of erroneous decisions.

Several of the other states now have legislation with reference to the disposal of records. Among them are Indiana (1935), Delaware (1937) and Minnesota (1941). Indiana I understand has not had too happy an experience, but this is probably due to certain personnel changes in the Archives Department there. Copies of these acts are appended. Perhaps Illinois should now consider legislation which will prevent haphazard destruction of records, and permit considered and scientific destruction. There is nothing fatal about recent destruction laws, but it is something likely to



break out into an uncontrollable epidemic.

In 1941 (Session Laws p. 1246) the State Treasurer was "authorized to provide for the cremation of all bonds, tax anticipation notes, revenue notes and other evidences of indebtedness heretofore or hereafter issued, including interest coupons relating thereto, in the possession of or under the control of the State Treasurer, which have been paid, redeemed or cancelled by the State of Illinois at least one year prior to the date of such cremation. The authority herein contained shall extend to any portion of any issue and to any serial issue of such bonds, notes, evidences of indebtedness and interest coupons which have been so paid, redeemed or cancelled."

Comment. The act provides that "a brief description or identification of the bonds, notes or other evidences of indebtedness and interest coupons" shall be certified. It also provides that said records shall be cremated. It is presumed that this certified description would be sufficiently full to protect against future fraudulent claims (a not unheard of matter in Illinois financial history), but the law is vague--it would be legal merely to say Bonds #1 - 1055, whereas a detailed list of persons and dates to whom paid should be preserved. An archival council would demand a properly made description. Also it is good archival practice to keep samples, also useful in case of fraudulent claims. An archival council would unhesitatingly approve the destruction of these records.

The Department of Finance is authorized by the act

of 1941 (Session Laws p. 1246) to destroy "all records, papers, documents and memoranda" in the possession of its named Divisions after the expiration of periods of time specified for each Division. The only records required to be preserved are "original signed documents relating to the transmittal of funds to the State Treasurer." Probably no department creates such bulky records as the Department of Finance, and an archival council would be sympathetic towards permitting destruction after a suitable length of time. The act is objectionable, however, in that it permits destruction of most records" after the expiration of three years after the matters to which they relate have been concluded." It seems dangerous to permit a Department to destroy financial records of its current administration, thus making investigations of charges of improper handling of funds impossible to an incoming administration. At the time this law was enacted the archivist did not suggest an amendment because of possible political implications. As a matter of fact, several Divisions have decided not to take advantage of this law, fearing they might later regret premature destruction.

The pending bill, Senate Bill No. 250, is entitled "A Bill for an Act authorizing the Auditor of Public Accounts to destroy certain records". This bill would authorize the Auditor "to destroy all vouchers and correspondence dated at least twenty years prior to the date of such destruction, provided that at the date of destruction of such records or documents he shall take all practical means

necessary to preserve any records or documents which have a definite historical value at the time such destruction is accomplished, and the records considered to have historical value shall be properly preserved".

Comments. This bill is an example of unscientific destruction of records. In effect it authorizes the destruction of the original copy of vouchers, but makes no provision for the destruction of duplicates required to be preserved by the Departments issuing the vouchers. The law requiring vouchers (Revised Statutes 1941 Chap. 127 Sect. 146) says merely that "When an appropriation shall have been made by the General Assembly...the Auditor of Public Accounts shall draw his warrant on the State Treasurer for the payment of the same upon the presentation of itemized vouchers, issued, certified, and approved..." In addition to the original voucher filed with the Auditor, at least three carbon copies are made, one being retained by the Division by which the appropriation was spent, and one retained by each office required to take certifying or approving action thereon. There are literally millions of such duplicates in State storerooms. Since only the original copy would be accepted in court, the Archivist has refused to authorize transfer of such duplicate records to the Archives proper or to the Departmental Vaults. Her attitude is that duplicate vouchers are really office memoranda kept for administrative convenience only, and are not true records. However, the Attorney General has ruled that

these duplicate vouchers are records and must, under present laws, be preserved.

From a legal point of view there is probably no objection to the destruction of these vouchers after twenty years as proposed in this pending bill. From an archival point of view all such vouchers prior to about 1865 should probably be considered as historical records. They were included in the list of records which the Archivist suggested as suitable for transfer to the Archives proper. They were later included in the records authorized for transfer to the Departmental Vaults of the Archives Building. The Archivist is not sure whether or not they have been transferred to that vault, but thinks not. We have many calls for the early records for various historical purposes. The State Architect used them extensively in connection with the restoration of the Vandalia State House. More recently the Abraham Lincoln Association has used them. Newspaper articles have indicated that the Lincoln items may have been placed in the Historical Library. The Archivist fears that it is this group only which may be treated as historical records.

As the bill stands it is too vague as to who shall decide what records have historical value. "All practical means necessary to preserve...the records considered to have historical value" is too vague. A janitor or a clerk might make the decision.

To be satisfactory to the Archivist two changes should be made in the bill: 1) Duplicate vouchers in the hands of

other State departments should also be made liable to destruction. 2) The Archivist and the Librarian of the State Historical Library should pass upon the historical value of the records. Aside from their historical value, there is no archival objection to destruction of vouchers after twenty years. There is no objection to the destruction of correspondence, provided that really important correspondence showing the history of policies, etc. ought first to be sorted out and preserved. From the nature of his work it is believed that the general correspondence of the Auditor's office is not particularly important. Early correspondence in relation to the regulation of banks, building and loan associations, etc., however, may have historical value, and should be passed upon by the same officials who pass upon the vouchers.

The bill is for an emergency act, "Whereas, There is immediate need for additional storage space and the destruction of records as authorized by this act will provide such facilities." The Departmental Vault of the Auditor of Public Accounts is believed to be practically filled, but so far as the Archivist is aware no application for additional vault space has been made to the Secretary of State. About a year ago Mr. Hardie, the Chief Clerk of the Auditor's office, told the Archivist that their vault was about full and asked whether she thought the Secretary of State would assign another vault. To this the Archivist replied that she could not speak for the Secretary of State but that she suspected that he would say, "There is plenty of room in the Archives vaults." She agreed that the Auditor of Public Accounts has

the largest archive of any State official except the Secretary of State. She suggested that the Auditor transfer such of his older records as are no longer needed for his own work, to the Archives proper. She suggested the old internal improvement records covering the period 1837 to about 1850, records which by law really belong to the Treasurer, and for which the Auditor has no use nor ever did have.

After all records which the Auditor felt could be so released, had been so transferred, the Archivist would recommend to the Secretary of State the allocation of additional Departmental vault space, though she did not know whether the Secretary of State would be able to do so. There was never any further discussion of the subject, and no records were offered for transfer to the Archives. This statement is made as a partial refutation to the statement in the bill that no additional storage space is available. It is not, from our point of view, a valid argument in favor of passage of the bill.

#### COUNTY RECORDS

Last autumn when the Archivist accompanied Mr. Blood on his first field visits, the president of the County Clerks' Association, Mr. Spangler, and several other county clerks contacted, told us that the most valuable service the State Archives could render county officials would be to help them reduce the bulk of their records. Accordingly Mr. Blood collected data from about forty of the counties concerning records suggested for destruction. These seemed to be general agreement among the county clerks that certain records

could be destroyed after a period of years. A summary of these comments, together with recommendations of the Archivist were sent to the presidents of the County Clerks' Association and the Circuit Clerks' Association, respectively. So far as we know, the Circuit Clerks' Association has taken no action in the matter. Mr. Hulson, County Clerk of McDonough County and Chairman of the Legislative Committee for his association, has informed the Archivist that Representative Schaumleffel has agreed to introduce the necessary bills and has requested the Legislative Reference Bureau to draft the same. They may be introduced this week. The Archivist has not yet seen the draft of these bills, but expects to approve them. Although the County Clerks' Association will be responsible for these bills, Mr. Hulson would like to have the endorsement of the Secretary of State administrator of the State Archives. A memorandum will be handed to Miss Rogers for the consideration of the Secretary of State as soon as these bills are presented to us. So far as we know, the Circuit Clerks' Association has not yet taken action looking towards legislation, but may do so later in the session.

#### Plans for Later Legislation in Relation to County Archives

So far as our study has gone, we find few records which can be destroyed outright. At present we are summarizing all county records laws with a view to considering whether any more might be destroyed, or whether microphotography can be employed as a means of reducing the bulk. Probably we shall recommend that the Illinois Bar Association be requested to study the whole county records set-up with

a view to improving the quality of records and to tightening record preservation requirements. We expect to combine a theoretical study of existing laws with a practical study of the problems from the point of view of the county official through field visits. During the next biennium we hope to give intensive study to county records problems, and perhaps will be ready to make further recommendations for suitable legislation for consideration at the next regular session of the General Assembly.

Respectfully submitted,

Archivist

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NATIONAL ARCHIVES LEGISLATION

ACT CONCERNING THE DISPOSAL OF RECORDS, APPROVED AUGUST 5, 1939,  
AS AMENDED MARCH 13, 1942

(53 Stat. 1219-1221; 56 Stat. 170)

An Act to provide for the disposition of certain records  
of the United States Government.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That whenever any agency of the United States Government has in its custody an accumulation of records that are not needed by it in the transaction of its current business and that appear to it to have no permanent value or historical interest, the head of such agency shall submit a written report thereon to the Archivist of the United States in which he shall state the location and describe the character of such records so as to enable the Archivist to identify them. Said report shall be submitted in triplicate and shall be accompanied by samples of the several kinds of records listed therein.

Sec. 2. When used in this Act, the word "records" means originals or copies of motion-picture or other photographic records in any form whatsoever, sound recordings, correspondence, papers, indexes, maps, charts, plans, drawings, punch cards, tabulation sheets, pictures, and other kinds of records belonging to the United States Government.

Sec. 3. The Archivist, with the approval of the National Archives Council, shall submit to Congress, at such times as he shall deem expedient, lists of records reported to him in the manner prescribed by section 1 of this Act that appear to him to have no permanent value or historical interest to the Federal Government.

Sec. 4. Whenever the Archivist shall submit to Congress, in compliance with the provisions of section 3 of this Act, lists of records that appear to him to have no permanent value or historical interest to the Federal Government, it shall be the duty of the presiding officer of the Senate to appoint two Senators who, with the members of the Committee on the Disposition of Executive Papers of the House Representatives, shall constitute a joint committee, to which such lists shall be referred, and said joint committee shall meet and examine said lists and submit to the Senate and House of Representatives, respectively, a report of such examination and their recommendation.

Sec. 5. If such joint committee report that any of the records described in the lists referred to them are not needed or useful in the transaction of the current business of the

agency by which they were reported to the Archivist and have no permanent value or historical interest to the Federal Government, then it shall be the duty of the head of said agency to dispose of said records by one of the following methods:

- (a) By sale, upon the best obtainable terms after due publication of notice inviting proposals therefor;
- (b) By causing them to be destroyed;
- (c) By transfer (without cost to the United States Government) to any State or dependency of the United States of America or to any appropriate educational institution, library, museum, historical, research, or patriotic organization therein, that has made application to him therefor, through the Archivist of the United States. All moneys derived from the sale of such records shall be paid into the Treasury of the United States by said agency.

If said joint committee shall fail to make a report during any regular or special session of Congress on any list of records that has been submitted to Congress by the Archivist not less than ten days prior to the adjournment of such session, the Archivist may empower the agency by which such records were reported to him to dispose of them by any of the methods prescribed in this section.

If it shall appear to the Archivist that any records reported to him in the manner prescribed by section 1 of this Act, while Congress is not in session, have no permanent value or historical interest and have the same form numbers or form letters or are of the same specific kind as other records of the same agency previously authorized for disposition by Congress, he may empower said agency to make disposition of said similar records by any of the methods prescribed in this section.

The Archivist shall submit to Congress at the beginning of each session a descriptive list of all records authorized for disposition by him during the preceding recess of Congress.

Sec. 6. When any records of the United States Government have been transferred in accordance with the provisions of paragraph (c) of section 5 of this Act, the head of the agency making such disposition shall submit a written report thereon to The Archivist of the United States in which he shall describe the character and volume of such records and give the names and post-office addresses of all institutions, associations, or other organizations to which they have been transferred.

Sec. 7. Whenever the Archivist shall determine that any records in his custody, or which have been reported to him by any agency under the terms of section 1 of this Act, are a continuing menace to human health or life or to property, he shall cause such records to be destroyed immediately at such place and by such method as he shall select: Provided, however, that if said records have been transferred to his

custody, he shall report the disposition thereof to the Congress and to the agency from which they were transferred.

Sec. 8. Whenever it shall appear to the Archivist that there are in his custody any records that are without permanent value or historical interest to the Federal Government he shall submit lists thereof to Congress in the manner provided by section 3 of this Act: Provided, however, That the Archivist shall not report to Congress, under the provisions of this section, record of any existing agency of the United States without the written consent of the said agency.

Sec. 9. The procedures herein prescribed to be followed are exclusive, and no records of the United States Government may be alienated or destroyed except by authority sought and obtained under the provisions of this Act.

Sec. 10. All Acts of parts of Acts inconsistent with the provisions of this Act are hereby repealed.

## DELAWARE ARCHIVES

### Chapter 92

#### Public Archives Commission

AN ACT TO AMEND CHAPTER 36 OF THE REVISED CODE OF DELAWARE, 1935, RELATING TO THE PUBLIC ARCHIVES COMMISSION.

Be it enacted by the Senate and House of Representatives of the State of Delaware in General Assembly met:

Section I. That Chapter 36 of the Revised Code of Delaware, 1935, be and the same is hereby amended by adding a new paragraph at the end of 1090. Sec. 7, of said Chapter 36, to be known as 1090A. Sec. 7A., as follows:

1090A. Sec. 7A. No officer of any court, department, board, commission, or agency of the State of Delaware or of any county or incorporated municipality therein, shall destroy, sell or otherwise dispose of any public record or printed public document, or official correspondence in his care or custody or under his control, or which are no longer in current use without first having advised the Public Archives Commission of their nature, and obtained its written consent. Nothing herein contained shall be construed to allow or permit the destruction or sale of any court, departmental, board, commission or agency minutes, maps, plans or papers having to do with legal titles.

In construing thereto, the words "public Records" shall mean any written or printed book, document, or paper, map or plan, which is the property of any court, department, board, commission or agency of the State of Delaware or of any county or incorporated municipality therein, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the State of Delaware or of a county or an incorporated municipality has received or is required to receive for recording or filing.

Whoever shall violate any of the provisions of this Act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined not less than One Hundred (\$100.00) Dollars nor more than Five Hundred (\$500.00) Dollars.

All Acts or parts of Acts inconsistent with the provisions of this Act be and the same are hereby repealed to the extent of such inconsistencies only.

Approved May 11, 1937.

## INDIANA ARCHIVES

### Chapter 219

(S. 248. Approved March 11, 1935.)

AN ACT concerning public records, creating a commission on public records and prescribing its rights, powers and duties.

#### Public Records--Creating a Commission--Members.

SECTION 1. Be it enacted by the general assembly of the State of Indiana, That a commission is hereby created in the executive department of the state government which shall be known as the commission on public records. The commission on public records shall consist, ex-officio, of the governor, the secretary of state, the state examiner of the state board of accounts, the director of the state library and the director of the historical bureau. The commission shall elect one of its members to be chairman. The director of the state library shall be the secretary. The members of the commission shall serve without compensation and shall receive no reimbursement for any expenses which they may incur.

#### Duties of Commission.

SEC. 2. It shall be the duty of the commission on public records to determine:

- (a) What public records, if any, are no longer of official or historical value.
- (b) What public records are of current official value and should be retained in the office where they are required to be filed.
- (c) What public records are of official value but are consulted and used so infrequently that they are no longer of appreciable value to the officer with whom they are required to be filed.
- (d) What public records are of no apparent official value but which do have a historical value.

#### Records of No Value--Disposition of--Exception.

SEC. 3. All public records which, in the judgment of the commission, have no official or historical value, and which occupy space to no purpose in the offices and store rooms of the state, shall be destroyed or otherwise disposed of. No such records shall be destroyed until a period of at least three years shall have elapsed from the time when they were originally filed, and no public record shall be destroyed within a period of three years if the law provides that they shall be kept for a longer period of time, or if the law prohibits their destruction.

Removal of Records from Any Office.

SEC. 4. No records shall be removed from any office until a period of at least three years shall have elapsed from the date on which such records were filed, nor even after that time if such records are in frequent use by the officer having charge of such office.

Records Infrequently Used Having Official Value--Removal.

SEC. 5. Public records having an official value but which are used infrequently by the officer with whom they are filed shall, on order of the commission, be removed to the state library and added to its archives.

Records--No Official Value but Having Historical Value--Transfer.

SEC. 6. Public records having no apparent official value, but having a historical value shall be transferred to and shall constitute a part of the collection of the state library.

Records Ordered Destroyed, Removed or Transferred--Procedure.

SEC. 7. When any public records are ordered to be destroyed, removed or transferred, the commission shall enter an order to that effect on its minutes, the date on which such order is entered and a general description of the public records which it orders to be destroyed, removed or transferred.

Public Officials--Unlawful Acts.

SEC. 8. It shall be unlawful for any public official or person to destroy any public record unless and until the commission shall have given its approval in writing that such public records may be destroyed and until the commission shall have entered its approval on its own minutes.

Definition.

SEC. 9. The term "public Records" as used in this act means any written or printed book or paper or document or map or drawing which is the property of the state, not including any county, city, town, school corporation, or political subdivision thereof, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the state has received or is required to receive for filing.

Violation of Act--Penalty.

SEC. 10. Whoever shall violate any of the provisions of this act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not less than ten dollars nor more than five hundred dollars.

A Bill for an Act in relation to the reproduction on film of public records of counties and courts and the destruction of the original records so produced.

This bill is sponsored by county officials of Cook County who are using microphotography as a method of reducing the bulk of their more current records. Since the present law specifically authorizes the Recorder only to use photographic methods for recording, there has been some question as to whether microphotographic copies would have legal force as evidence. It is the purpose of this bill to authenticate such reproductions.

Critique of Bill. This bill in our judgment should be amended in several respects. The Archives Department of the Illinois State Library approves the purpose of this bill, but suggests that the wording of the bill can be improved to strengthen the quality of the results. We call attention to the annexed copies of the Federal Act approved September 24, 1940, for the same purpose. It will be noted that the Illinois bill provides that the film shall be of durable material, and the device used to reproduce the records on the film shall be one which accurately reproduces the content of the original. Not only the film must be of durable material, but the processing of the film must be of a quality which will insure permanence. Also, the film should be required to be of the safety type. Note that the Federal Act words it thus: "in a manner and on film that complies with the minimum standards of quality approved for permanent photographic records by the National Bureau of Standards". Section II of the Federal Act is also perhaps better worded than the Illinois bill. The Federal Act provides for the approval of the Archivist of the United States. While the ~~National~~ Archives ~~quite properly~~ has no jurisdiction over county records, we are hoping that we shall be consulted by county officials before the originals are destroyed. We are not asking, however, in the bill, for this privilege. Possibly because of the intervention of the National Archives the Federal bill does not provide for any certification of the microphotographic copies on the film. We suggest that a certificate signed by the county official to whose office the records filmed appertain be required to be affixed to each film showing that this is a true copy of the originals. We are not sure whether a failure to annex such a certificate might not be raised as a legal point in some court suit despite the wording of this law. We suggest that legal advice be taken as to whether this is necessary, and that even if it is not included in the bill, the respective county officials protect themselves by adding such a certificate.

The bill as it stands would permit the destruction of the older and more historic records of the counties. We do not believe that any original records prior to 1870 should be destroyed. The Archives Department of the State Library will accept originals of such records for preservation in the State Archives Building and will furnish without cost to the counties microfilm copies of such records. It is assumed that the county officials sponsoring this bill do not have in mind destruction of important historical records, but an amendment should be added without fail to the bill preventing destruction of such records. We suggest an amendment to Section III to read as follows: "Original records, papers, or documents of a date subsequent to the year 1870 which have been on file for three years".

An act already in existence permits the transfer of historical records to the State Archives, so no amendment needs to be made to this bill covering that point. In this connection it should be noted that the State Library is not soliciting transfer of historical records from the various counties, except in cases where the county officials are unable to care for these records and would otherwise be forced to destroy them.



MEMORANDUM ON HOUSE BILL NO. 443, 1943.

A B I L L

For an Act to compel the production of private land records and other records in which the public has an interest in cases where the public records have been lost or destroyed.

This bill was introduced by Mr. Crowley of Peoria. I do not know the circumstances under which the bill was introduced. It would, in effect, break the monopoly of the Chicago Title and Trust Company to Cook County land titles. The Cook County records were destroyed by the fire of 1871, but the Chicago Title and Trust Company had copies which they refused to sell to the county. This has given them a monopoly on the title business in Cook County.

I do not know whether there have been similar incidents elsewhere. It is my guess that the abstract companies will fight this bill and that it will die in committee. It is, however, a good bill.

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Archivist

- 1 Introduced by Mr. Crowley, April 20, 1943.  
2 Ready title, ordered printed and referred to Committee on Judiciary.

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A B I L L

For an Act to compel the production of private land records and other records in which the public has an interest in cases where the public records have been lost or destroyed.

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Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Whenever provision is made for publicly recording deeds, mortgages or other instruments affecting the title to real estate and such public records are lost or destroyed, then any person, firm or corporation which owns or possesses copies of such records or other records in which the public has an interest, shall, upon demand, make them available to the State or to any of its political subdivisions, for the purpose of restoring the public records. The demand shall be made in writing by the chief executive officer of the political unit demanding production of the records.

Sec. 2. The governmental unit for which the records are produced shall proceed to copy or otherwise reproduce them without unnecessary delay. The records which are thus produced shall be made available to the governmental unit demanding them each business day during regular business hours until their reproduction is complete.

April 14, 1943

MEMORANDUM

House Bill No. 188, 63rd General Assembly.

This bill omits the underlined words of the original bill, making it now read,

"The original field notes of the United States surveys, and copies thereof, and all papers and documents pertaining thereto shall remain in the custody of the Auditor of Public Accounts, and copies thereof made by him, under his official seal, shall be competent evidence".

When I first saw this bill I thought it might be a re-affirmation of the Auditor's decision against the possibility of ever transferring the United States Survey records to the Archives. I do not see, however, that the bill as amended makes any material change in the status of these records. I am inclined to agree with Mr. Barrett, that the Auditor is the only proper person to certify to copies of these records, since any change in this respect would materially change the State Land Record System, and therefore that legal jurisdiction over the land records probably cannot properly pass to the Archives Department. This still, however, does not invalidate our claim that the records should be housed in a safer place than in the basement of the Capitol.

The new land clerk in the Auditor's record room, Mr. Roddy, is a high class man who has been in the abstract field for over thirty years. He is fully aware of the value of the land records and is apparently giving them care which they have not had for the last ten years. He informs me that the records have been rearranged and that the land record vaults contain no other records, also that now all the bound land records have been indexed by tracts but not cross-indexed by names. Also, the records have all been rebound. The unbound records have not yet been indexed but are apparently seldom consulted and are arranged in such a manner that consultation is not too difficult. Since Mr. Roddy came we have had no further complaints to the Archives that persons desiring access to records are being treated discourteously or denied permission to examine the records. Mr. Roddy is very cooperative and I think would be willing to have his desk moved over here and the records put in a departmental vault.

Recently Mr. Roddy brought over a list of records which the Auditor's office wished to get authorization for transfer to the Archives Building. Some of these, but not all, had previously been authorized for transfer. He did not know whether they were to go into the Archives vaults or the departmental vault, so I made that an excuse in writing the authorization to say that Mr. Roddy was not certain whether they were intended for the departmental vault or whether some were intended for the Archives vault; that I was aware that the departmental vaults were practically filled; that some of these records, such as State House Commissioners records are no longer of practical value to the Auditor. On the other hand, some of the records I was quite sure were of too recent date to be acceptable to the Archives. However, I said transfers were authorized for either set of vaults.

A couple of days later I met Mr. Hardie, the Chief Clerk, on the street who said he had received the letter of authorization. He said he had intended as I had guessed that the authorization should be for the departmental vault, but that a number of those records and also a large number of records already in the departmental vault he felt should come to the Archives. He said, "I tell you again, Miss Norton, it is not my fault that they are not already in the Archives." He said Mr. Barrett had listened to certain people who thought their powers were being curtailed and who had an ulterior motive in opposing transfer to the Archives. "Mr. Lueder", he said, "will be much more inclined to transfer records to the Archives. I recommend, however, that you wait a little bit yet before approaching him on that subject."

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Archivist

mon:lk

- 1 Introduced by Messrs. Branson, Hugh Green, Swanson, March 3, 1943.  
2 Read by title, ordered printed and referred to Committee on Judiciary.  
ciary.
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### A BILL

For an Act to amend Section 10 of "An Act to revise the law in relation to county surveyors, and the custody of the United States field notes," approved March 2, 1874, as amended.

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Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Section 10 of "An Act to revise the law in relation to county surveyors, and the custody of the United States field notes," approved March 2, 1874, as amended, is amended to read as follows:

5 Sec. 10. As soon as the present custodian of, The original  
6 field notes of the United States surveys , transferred from the  
7 United States surveyor general's office to this state pursuant to  
8 law, and the new state house is ready for occupation by the state  
9 officers, said custodian shall deposit said field notes,, and  
10 the said, copies thereof, and all papers and documents pertaining  
11 thereto , in the office of the Auditor of Public Accounts, and

12 thereupon the office of said custodian shall cease, and said  
13 field notes and copies, shall be and, remain in the custody  
14 of the Auditor of Public Accounts, and copies thereof made and  
15 certified by him, under his official seal, shall be competent  
16 evidence.

May 11, 1943

MEMORANDUM TO:

Miss Rogers.

A bill introduced by Senator Daley on March 23, 1943, and referred to the Committee on Judiciary relates to the reproduction on film of public records of counties and courts, and the destruction of the original records so reproduced. I feel very strongly that this bill should be amended in two points. First, to exclude from this permission to destroy records created prior to the year 1865; also a general tightening of the specifications for quality of reproduction. I suggest that a copy of the enclosed memorandum be sent to Senator Daley at once or that other action be taken to get these amendments added to the bill while still in committee. Whether or not the bill passes in its present form, it is going to be necessary for us to be on our guard against the destruction of early historical records, and that means that it will be necessary for us to start our program for filming of early county records immediately. If we can immediately circulate notify the counties that we will copy their early records for them without charge, we may forestall indiscriminate destruction of a priceless historical heritage. It is probable that the counties will be satisfied for us to do the work if they know we will bear the expense of microfilming the early records, because they will have all they can afford in the filming of recent records.

I also enclose a copy of the bill introduced by the county officials permitting the destruction of assessors records. This bill was not submitted to us for approval or endorsement, but there is no good reason why we could not endorse the bill, because it follows our recommendations.

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Archivist

men:lk

May 19, 1943

MEMORANDUM TO: Miss Rogers.

PROGRESS OF ARCHIVES BILLS.

HOUSE BILL 649, an act creating the State Records Commission and defining its powers and duties.

This was introduced by Representative Hunter last week and referred to the Committee on Efficiency and Economy. Mr. Hunter tried to get this bill brought before the committee this week but was unable to do so. However, the chairman has promised him to consider the bill early next week. Mr. Hunter will notify us of the time.

SENATE BILL 250 was amended on second reading on the floor of the Senate by Senator Daley. The four amendments were as we understood they were to be; namely, amendment to Section 1 requiring that the standards of the National Bureau of Standards should be taken; amendment to Section 3--our amendment requiring that no records prior to 1870 should be destroyed and authorizing transfer to the State Archives; another amendment requiring that the County Board must approve the destruction; and a fourth amendment changing the period records must be kept from three to ten years. There was some discussion of this on the floor by Senator Benson who asked if this bill applied to all records including vital statistics, records, deeds, etc. Speaker Cross also asked some questions as to how filmed records were to be certified; also who was endorsing it. A Democratic Senator whom I did not know asked how the abstractors feel. Senator Daley replied that the County Officials' Association, which had just met in Chicago and which he had attended, were sponsoring the bill. He explained how a certificate of certification would be added to the microfilm. He also said that the same problem had come up in the matter of authorization for the use of photostats and that photostating had been successfully used in copying records. He spoke of the wear and tear on records, particularly on deed records. He said the bill was an optional not a mandatory bill. He said that the purpose of the one amendment was to insure that the historical records of downstate counties should be preserved.



Just as he mentioned the State Library, Senator Benson who had seemed to be rather disturbed by the bill, looked up in the gallery and recognized me, although he did not nod to me. He seemed to be satisfied when he saw me in the gallery and heard that the State Library was involved in the amendment. A Senator from Chicago whom I did not recognize, but who sits on the aisle in the front row on the Republican side, closed the debate by saying that Cook County had been using microfilm for three years successfully and that there had been no objection. The amendments were then accepted and the bill ordered printed and sent to third reading.

#### SENATE BILL 256.

I attended the meeting of the House Committee on Efficiency and Economy, and heard Mr. Murray of the Auditor's office explain the amendment to the bill authorizing destruction of vouchers and correspondence. He said the amendment was offered to permit the Secretary of State, as State Librarian, to select vouchers of historical interest which should be preserved. The Committee recommended that the bill do pass with the afore-said amendment.

#### SENATE BILLS 442 and 448.

These bills amend the act which was passed in 1941 to authorize the destruction or disposal of certain records, papers, documents and memoranda by the Department of Finance. They are companion bills to the administration-sponsored bills to create the Department of Revenue. Senate Bill 442 repeals the provisions relating to records in the Motor Fuel Tax and other tax collecting divisions of the Department of Finance. It retains, present provisions providing for destruction of records of the Division of Purchases and Supplies and the Division of Printing. This section permits destruction of records three years after the transactions to which they relate have been concluded, except that original signed bids, estimates and proposals must be kept five years after the transactions to which they relate have been concluded. There can be no objection to this bill as it stands.

Senate Bill 448 rewords and re-enacts provisions for permitting the Divisions of Motor Fuel Tax, Public Utility Revenue, Liquor Revenue, and Division of Oil Inspection records to be destroyed three years after the matters to which they relate have been concluded, and to permit the Retailers' Occupation Tax Division to destroy records as under the amended act of 1933.

In a way these two bills are not the concern of the Archives Department, since it is unlikely that many, if any, of these records will become archives and transferred to the Archives Department. We do question the advisability of per-

mission to destroy financial records, particularly tax records created during a current administration. This would preclude the possibility of an investigation of financial transactions by an incoming administration. The Liquor Revenue Division has opposed this and has been granted permission to transfer its records to its departmental vault rather than to destroy them. We notified the Director of Finance that under the rules governing the departmental vaults such records, being subject to periodic destruction under the law, were not suitable for transfer, but stated that since the chief of the division felt that these records should be preserved until experience had shown whether or not they might properly be destroyed, we would permit this division to deposit them in the departmental vault under our provision for emergency care for current records, and that we requested a review of this emergency transfer after the expiration of the war.

I doubt if it is advisable for the State Library to suggest any amendments to these two bills in view of the fact that the records are not suggested for transfer to the Archives.

Copies of these amendments will be filed with this memorandum as soon as printed.

Archivist

mch:lk

RECORDED  
INDEXED  
JAN 10 1944  
U.S. GOVERNMENT PRINTING OFFICE

LOCAL RECORDS, 1940

## PROPOSED MANUAL FOR ILLINOIS COUNTY OFFICIALS

A simple manual on the care of county records for the use of county officials. The archivist hopes to have this ready for distribution immediately after the November elections, which affect county clerks, circuit clerks and possibly other county officials. Originally this was planned to be a series of articles for Illinois Libraries but in view of the imminent election it seems best to prepare it as soon as possible. The manual would discuss such matters as :

1. General introduction: the legal and social significance of archives; general acts relating to preservation of records, criminal law relating to destruction, receipts to predecessors, etc. Policy of State archives in relation to.
2. The use of records by the courts and how that affects the way they must be kept (basic rules of evidence). Laws governing public access to records; supervision of same.
3. What qualities to look for in selecting records materials--papers, inks, typewriter ribbons, binding, etc.
4. How to plan vaults--description of recommended sizes, ceiling heights, ventilation, engineering factors, fire protection, hazards of war, etc.
5. How to make the most of what you already have. Equipment, including makeshift equipment. Principles for classifying records in accordance with relative importance for housing. Methods of combating mildew, insects, etc.
6. Technique of caring for records: folders, labels, perpetual inventory, types of filing, indexes, simple repairing, specifications for rebinding, etc.
7. Making of certified copies. Laws governing making, fees permitted, certification of replaced records.
8. Reduction of records; laws permitting destruction of records; reduction in bulk thru redesigning of forms; application of microphotography; suggestions for legislation.
9. Application of photographic processes: respective uses of photostat and microphotography; laws governing, court decisions, etc.

10. What to do if bombing, fire or floods come: appeal to State archives, drying out volumes, reconstructing charred documents (by repair and photographic methods); laws governing replacement of lost or destroyed records; raplevin, etc.
11. History in county archives. Importance of local history, exploitation thru news releases; laws governing transfers to historical societies, the State Archives, etc.; procedure for transfers; laws authorizing appropriations for historical purposes.
12. Lists of records each county official is required to keep, with inclusive dates. Records recommended for especial protection from the hazards of war.

## WORK WITH COUNTY ARCHIVES

County archives are the repositories for the most significant social science research material. At the same time, crowded court house vaults and indifferent officials conspire towards a progressive destruction of priceless historical records, County officials, especially in Illinois, have been hostile to state interference and the destruction of records has gone on tragically. Within recent weeks ~~Hardin~~<sup>Hardin</sup> County destroyed four truck loads of records going back to the French period. There are two groups of thought among archivists--those who believe centralization of local archives in the state archives is necessary; those who believe the nature of county archives is such that they should be retained in the county but that the state should enforce standards for materials and preservation through inspection service and perhaps subsidies.

The Historical Records Survey has aroused interest in the preservation of county records, but unless this is followed up the results of the Survey will be temporary. The Joint Committee of Materials for Research of the American Council of Learned Societies and the Social Science Research Council has just received a Carnegie grant for a year's study of the local archives problem as a step towards policy promotion to be built upon the H R S. Dr. Ernst Posner, formerly a high official in the Prussian archives and a specialist on the subject of European local archives, has been employed to do this work. Other groups are working on the same problem. Although I tend at present towards a belief that we should plan a program around archival field visitors who would do for local archives what our library extension field visitors do for local libraries, I shall not formulate a definite program pending the outcome of these studies.

In the meantime there is a very definite demand for information which can be found only in county records. Not a day passes without some patron expressing disappointment that we cannot supply copies at least of county archives. County seats are far apart and county officials have neither space for nor interest in assisting persons wishing to do research in old county records. Four years ago I recommended that we copy the early records of the oldest Illinois records in microfilm, partly as a measure of concentration of research material, partly as insurance against complete loss in case the originals were destroyed. This suggestion was enthusiastically endorsed by historians, archivists and county officials. The Indiana State Library adopted the program and proved its value when the 1937 floods wiped out the records of three river counties whose records had already been copied. At that time, however, we had neither funds, equipment nor a trained photographer. Our photographer, Mr. Marinus Hansen, took the course on microphotography at Columbia University last summer, and a technique for efficient copy work for county archives has been formulated.

During the meeting of I. L. A. last October, Mr. Hansen and I were able, through Mr. Ernest East a prominent local newspaper man, to make contacts with the Peoria County officials which resulted in an invitation from several of the county officials for us to copy their early records. It seems that this is an exceptional opportunity for us to start our long discussed plan for copying county records. Peoria County officials are toying with the idea of setting up a county archives department when they build their new court house. If we could get copies of their early records and exploit them properly, this movement would be stimulated, and would open the field for us elsewhere.

Our original plan was to start copying the records of the twenty oldest counties of the State, in which list Peoria does not happen to be included. It now seems preferable to experiment first to ensure the most efficient method of copying, and to start at some court house where we are sure of the cooperation which we will get at Peoria. Mr. East is in a position to get helpful local publicity and support for us, and has, in fact, already laid the groundwork by his WPA project on local history sponsored by the Peoria Historical Society.

This visit to the court house accomplished one other thing. For the first time I have been able to get an idea of the amount of work involved. The Historical Records Survey inventories, detailed though they are, cannot indicate the number of volumes covering a given period. They can only indicate that the deed books, for example, cover the period 1825 to date and comprise, let us say, 800 volumes. Naturally the rate of growth has been larger in more recent years, and one can only guess about the number of volumes covering the period prior to the civil war. This visit to the court house gave me a good idea as to the amount of work involved.

The volumes in which we are particularly interested are as follows:

County clerk's office (Mr. Leonard Bours)

County commissioners' proceedings,

1825-49

6 vol.

These were all we saw but there

must be at least 2 more before 1860

2 vol.

Marriage records, 1825-60

3 vol.

Common law and naturalization  
records, 1855-65

3 vol.

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14 vols.

Probate Court Records

Wills 1837-49

2 vol.

Probate records, 1825-61

9 vol.

Will records, 1825-61

3 vol.

Executors' record, 1855-75

1 vol.

Administrators' record, 1855-65

2 vol.

Peoria Pioneers to California,  
1849.

1 vol.

The rules, etc. of a company  
organized to migrate; did not do  
so as a group but most went

separately. Not a county record so we might be able to get for the archives.

Circuit Court

Common law record

12 vol.

Chancery record

9 vol.

General court record, 1825-

2 vol.

Judgment and appearance records

7 vol.

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18 vols.

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30 vols.

Recorder's Office (Mr. Adams)

Tract entry book (transcribed original land entries)

1 vol.

Deed and mortgage records

54 vol.

Possible some early plat books

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55 vols.

Total

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117 vols.

These volumes vary in size from a few pages to 650 pages. My guess is that these records will run to approximately 35,000 pages, counting two pages to a frame or sixteen to a foot, 2500 feet of film at \$2 per 100 feet would bring the cost of film for the Peoria project to about \$50.00. The chemicals would not add as much as \$5.00 to this cost. Mr Hansen examined some of the volumes from the point of view of difficulty of photography such as handling bindings, fragility of paper, filters, etc. and announced that the work could go fairly rapidly as there seemed to be no unusual conditions to be met. He thinks it would take from one month to six weeks to film all these volumes, exclusive of time out for developing. I recommend that film be purchased sufficient for this project and that the records of Peoria County be filmed immediately, as an experimental project, keeping accurate cost records so that we may have some basis for developing plans for future field work.

The statement has been made that the Historical Records Survey of Illinois now owns a camera and that the State Library may not need to start this work. I discussed this matter with Mr. Van der Woestyne the last time he was in Springfield. He tells me that this camera is to be used first to reduce to film the CWA records of Illinois, then it will probably be used for similar work on PWA and WPA. At any rate, it is unlikely that this camera will be available for use in copying county records for some months, if at all. Even if it did become available, with 102 counties in the state both the State and WPA cameras could be employed concurrently for several years before the copy work could be completed. I am assured that the WPA work will be planned to supplement not to duplicate our work.

The destruction of the Brown County Court House this Spring, fortunately without loss of records, and the constant destruction of records which is going on, particularly when moving into new court houses, emphasizes the necessity for starting to copy records as soon as possible.



MICROPHOTOGRAPHY, 1937; 1944-1948



# The National Archives

Washington, D. C.

DIVISION OF  
PHOTOGRAPHIC REPRODUCTION  
AND RESEARCH

May 25, 1937

Miss Margaret C. Norton  
Superintendent, Archives Division  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

I am preparing, at the present time, a paper entitled, "The Year's Progress in Microphotography" to be delivered before the American Library Association's annual convention in New York, June 24th. Knowing of the interesting work which you have been doing in this field, I wonder if it would be possible for you to give me some details which can be used for this paper.

With best regards,

Very truly yours,

*Vernon D. Tate*  
VERNON D. TATE.

Chief, Division of Photographic  
Reproduction and Research.

VDt:efh

May 29, 1937

Dr. Vernon D. Tate, Chief  
Division of Photographic  
Reproduction and Research  
The National Archives  
Washington, D.C.

Dear Dr. Tate:

There is not much to tell about our year's progress in microphotography here. For a year we have had a WPA relief photographer who has been experimenting with our Leica camera. I regard his work as purely experimental and not very conclusive. Our project, you will remember, is to copy all important historical records in the county court houses dating before 1860, starting with the twenty oldest counties, and carrying certain particularly significant records, such as the county commissioners' proceedings, down to date. I was unable to let him take the State's camera out of town so he has been working on the Sangamon county records here in town. I cannot say much for the results - he takes good pictures, but the process is too slow.

Here are my conclusions: Until we get a greater degree of mechanization and automatic devices are better perfected, I do not think microphotography suited to WPA projects. It is too slow. It would be too expensive to pay his expenses and unskilled relief labor could not do the work. It takes too long to take the pictures, and our Mr. Hanson says it takes him three days to develop one day's take of film. We have checked on ourselves by frequent enlargements, and I am not yet satisfied that enlargements have as good contrast as photostats. However, that is due to the fact that we do not have the equipment we need here, as we are waiting until the new building is finished when we shall get the latest.

I am convinced that the cheapest and most satisfactory means of getting film copy for an archives is through having the filming done commercially by someone like Mr. Kerrins of Indianapolis. Incidentally, keep in touch with him for he has something up his sleeve in relation to county records. He has told me about it but has sworn me to secrecy. I am waiting on him somewhat before making further plans for copying of county archives.

I expect to attend the meeting in Washington next month and am looking forward to spending some time with you, getting the latest ideas.

Sincerely,

## MICROPHOTOGRAPHY AND COUNTY RECORDS

Address before Illinois Circuit Clerks' and County  
Recorders' Association.

April 27, 1944

By Margaret C. Norton

---

The microphotographic equipment and personnel now engaged in copying V Mail and the engineering and other records for defense plants, will, at the close of the war, be released for civilian work. It may be expected that a number of commercial firms, some responsible, many others fly-by-night outfits, will be seeking large scale microfilm projects. That State and County officials will be solicited for the business is evidenced by the fact that identical bills to permit government officials to substitute microfilm copies for originals have recently been introduced, presumably at the instigation of commercial interests, into the legislatures of a number of states. Two such bills, one applying to State records and the other to County records, amended at the suggestion of the State Librarian to <sup>make</sup> watch them conform to good record practices, were passed in 1943 by the General Assembly of Illinois. It is quite likely that the members of this Association will be subjected to high pressure salesmanship based upon profitable business for the commercial companies rather than upon an intelligent study of needs <sup>or</sup> applicability. A discussion of the

**Microphotography and County Records**  
**By Margaret C. Norton**

ways in which microphotography is used in record work is therefore in order.

**Direct Recording.**

The first application of microphotography is for direct recording. An example of that is to be found in the State Treasurer's office, which records State warrants by photographing them on sixteen millimetre film. Formerly the pertinent information contained in each State warrant issued was transcribed in tabular form into bound volumes. From September 1942 to January 6, 1944, this record requires 540 one hundred foot rolls of 16 millimetre film, each roll containing facsimiles of between 6500 and 7000 warrants. These rolls are arranged, four rows wide, in five shallow file drawers, each holding 108 rolls. These five drawers occupy between six and seven cubic feet of filing room, as against space required for between 80 and 100 standard size ledger volumes which would have resulted from the old system of recording. Thus the advantages of direct recording by microphotography are indisputable accuracy, tremendous saving in space, in labor for transcribing and in cost of materials.

The cameras used in this type of work are automatic, not requiring the services of a skilled photographer. The rolls are sent to the company supplying the film for developing, thus requiring no darkroom. Copies can be made as fast as the work

**Microphotography and County Records**  
**By Margaret G. Morton**

can be fed into them<sup>camera</sup>. Because of the cost of the camera, whether leased or purchased, it is uneconomical to attempt to use this method except for records of very considerable bulk and for documents of uniform size. Direct recording by microphotography is recommended only for records infrequently ~~examined~~<sup>consulted</sup> because of the inconvenience of the necessary use of reading machines and the danger of damage to film (i.e., to the contents of the document) from careless handling.

Film copies are often used for closed indexes, especially where duplicate copies are needed in different places. For instance, the indexes to certain war service records of the federal government are kept on film, one copy being on file in the U.S. Veterans' Administration and one in the National Archives.

**Reduction of Bulk of Records.**

The second common application of microphotography in record work is to reduce the bulk of records by substituting microfilm copies of back files for the original records. Storage space amounting to as much as 90 to 98 percent may be saved. To date this procedure has been used by government officials chiefly for reducing the bulk of administrative records of temporary or questionable value. So far it has not been used for the type of records kept by county officials.

The 1943 Illinois Act permits any elected or appointed officer of any county or clerk of any court to "cause any or all public records, papers or documents kept by him to be photographed,

**Microphotography and County Records**  
**By Margaret C. Norton**

microphotographed, or otherwise reproduced on film". Provided these photographic reproductions conform to certain standards, these reproductions "shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies. A transcript, exemplification or certified copy thereof shall, for all purposes recited herein, be deemed to be a transcript, exemplification, or certified copy of the original". Original records thus reproduced dated later than 1870 may then be destroyed provided due notice of intention to destroy the records is filed with the county board and posted in a public place in the office of the county clerk and in the office of the officer or clerk of the court signing such statement, for at least thirty days before a regular or special meeting of the county board to hear and consider objections. Authorization to destroy the originals may then be granted by the county board. "Original records, papers or documents created prior to 1870 may not be destroyed. If any county cannot provide adequate housing or storage space for such original records, papers and documents dated or executed prior to the year 1870, any such officer or clerk may deposit such records, papers and documents in the Illinois State Library Archives. The Illinois State Library shall provide counties depositing any such records, papers and documents with it, a photostatic copy or microfilm of such record, paper or document".

Despite the legal authority to destroy original county records

Microphotography and County Records  
By Margaret C. Norton

permitted under this Act, officials are warned to be very conservative about such destruction. Well informed county officials who have been consulted, and studies made by the Archives Department of the Illinois State Library, indicate that very few if any county records, certainly not those in the four major offices of record - county clerk and court, probate court, circuit court and recorder - are records which could safely be destroyed. Most county records are <sup>"true"</sup> "time records", by which we mean records which the law requires to be stamped with an official file word, and/or otherwise recorded by <sup>l</sup>registration or transcription before the matters referred to in the record can take legal effect. Examples of such records are wills and other probate records, adoption and naturalization papers, marriage, birth and death registers, and records of deeds and mortgages. The Probate Clerk of Cook County keeps two copies of his records - the original documents and copies for public use. He proposes to keep film copies of older records as the duplicate copies for public use. It is proper so to substitute copies of county records for office use to prevent tampering and wear, but the originals of such important records should be preserved.

The use of microphotography for reducing the bulk of records has certain limitations which are often ignored by persons who are urging adoption of the process. First of all, microphotography is not as cheap as some people suggest. The film itself is expensive - from one cent per frame of two pages and upwards, depend-



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By Margaret C. Norton

ing upon the quality of the film used and the rate of reduction. The overhead is very high, however. Cameras can be either leased by the month or purchased. Figures for leasing are not available but the cost is considerable. Purchase price of suitable cameras ranges from \$300 for a portable to from \$4000 upwards for the larger automatic type. The salary and expense of operators must be taken into consideration and the cheaper the camera the more highly skilled the photographer must be. Films may be processed either by the photographer or sent to the film company for development. Processing by the photographer is about a dollar and a quarter a roll cheaper, but it requires darkroom equipment and considerable skill. If a considerable amount of work is to be done, commercial companies should be called in to do the work. Prewar companies apparently, to judge from price quotations which we have seen, tended to charge what the traffic would bear. Improved equipment and competition will force these prices down to more reasonable rates. Unquestionably the relative quality of copies made by responsible firms will justify the relatively higher cost.

A second limitation of microphotography for reducing bulk is that courts still prefer the original record to a copy, no matter how accurate. Tests for authenticity of a document from a study of paper, watermarks, ink and other external evidence cannot be made from a photograph. Interpolations and words written over other words do not show up in such a manner as to indicate which was the interpolation. A hole in the paper may look in a photo-

**Microphotography and County Records**  
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graph like a letter or a figure and so lead to erroneous inference. A scratch in the film made either through carelessness or by malice aforethought may destroy a signature or other essential part of the document. Where microfilm copies are to be substituted for the original record, two film copies should be made - a master copy and a working copy. This does not double the expense for the second copy can be made much more cheaply than the original.

The size, form and manner of consulting records has a decided bearing upon the convenience of the use of microfilm. Very large volumes such as plat books cannot be copied successfully by standard microphotographic cameras because the ratio of reduction cannot be much more than 16 to 1, otherwise the image "shatters". The more expensive precision cameras can do the work, but the standard reading machines cannot enlarge the images enough for them to be read easily. Records which are frequently consulted for purposes of comparison with other records cannot conveniently be used in film form unless several reading projectors are on hand, and even this is unsatisfactory as it is slow and confusing to have to handle a number of rolls of film. Case files to which additional documents must be added from time to time should not be kept on film because such additions would require splicing, and a spliced film cannot be accepted in court. The Probate files, for instance, if closed cases, could be microfilmed but inasmuch as these are often held open as long as twenty years, especially

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**By Margaret C. Norton**

where there are  
in the case of minor heirs, the more recent and most bulky files  
can hardly be reduced by this method.

Records most appropriate for filming (speaking of convenience for use on film rather than suitability from a legal standpoint) are those records generally kept in register or record volumes, or unbound records filed in numerical or chronological sequence - for instance, county collectors' books, proceedings of board meetings, hearings, and closed indexes.

Before filming any records, arrange them in proper sequence and in the most convenient form for use on rolls, which may differ from the old arrangement. Be sure that the filing is accurate.

**Insurance against Loss.**

The great application for microphotography, particularly for county records, is for making copies as insurance against loss of the original. Fires, floods and deterioration take a heavy toll of records. At least eighty percent of Illinois counties have lost part or all of their records, at some time or other, through court house fires. The most spectacular and costly example is the complete loss of all Cook County records in the Chicago fire of 1871. The one abstract company which saved its records has had a profitable monopoly ever since. River counties have suffered heavy losses from floods. The Pulaski County records, for instance, rescued from the flood waters of 1937 and promptly and carefully cleaned, have now begun to fade so fast that nothing will be left in a few years. The Illinois State

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**By Margaret C. Norton**

Library is loaning its camera and operator to the county to film these records at once.

The cost of filming records, great though it may seem to the county finance committee, is infinitesimal in comparison with the cost of trying to reconstruct the records. Only by photographic processes can facsimiles of the original records be made available for use, and of all photographic methods this is the only one not prohibitive in cost. Insurance films should be filed elsewhere than in the court house. The Illinois State Library offers free housing for such films in its air-conditioned film vault in the Archives Building. Facilities for making enlargements of the film as needed are also available there.

Insurance copies of important documents have been extensively made in Europe. The Rockefeller Foundation authorized the copying of records of interest to American scholars in archives and libraries, also in some continental countries, these films being deposited in the Library of Congress. This project has been continued during the war, the work being done in the coal mines of Wales to which most of the documents had been evacuated. When war became threatening in Europe, especially after 1938, a number of European governments began filming their priceless manuscripts. The Netherlands government, for instance, had a number of copies made of every known manuscript in the country dating back of the year 1000 A.D. At least one copy was filed in each

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hope of the Archives Department of the Illinois State Library to secure microfilm copies of all such records. The Illinois Bar Association is also interested in transcribing early court records, and has already started filming those records in some of the older counties.

**Copies for Patrons.**

Microfilm copies are also the cheapest form of note taking for patrons. These persons may be allowed to use their own portable cameras for copying records they wish, or, where microfilm copies have already been made, copies of the films supplied at nominal cost. In either case, it is proper to impose the restriction that these copies must not be used for legal purposes without paying the fee collectable by law for certified or uncertified copies of public documents. Courts should not accept such copies in evidence without a certificate of certification or a receipt showing payment of the fee. It is also proper and customary to reserve the right to inspect and approve any proposed publication quoting the documents at length.

The Illinois State Library has neither the equipment nor the personnel to do extensive insurance microfilming of county records, nor has it any intention of competing with commercial firms. Many problems, especially those involving certifications of films, have not been given adequate consideration in the past by persons making such copies. Therefore we are microcopying

**Microphotography and County Records**  
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the records of Alexander County as a demonstration. A full report, with recommendations, will be published in ILLINOIS LIBRARIES in the near future.

An informal meeting, to discuss the possible creation of a Microfilm Trade Association, was held at The Essex House, New York City, on Friday, July 29th, 1944.

The following firms were represented:

The Microfilm Corporation, Cleveland, Ohio  
by Carl F. Lesius, President  
Creighton Davies, General Manager

University Microfilms, Inc., Ann Arbor, Michigan  
by Eugene Power, President

The Microstat Corporation, New York City  
by Mack Lehman, Treasurer

Graphic Microfilm Service, Inc., New York City  
by Franklin M. Morgan, Executive Vice President  
Richard W. Batchelder, Technical Director

Holbrook Microfilm Service, Inc. (New York City) and The Microfilm Recording Co. (Chicago) were invited to attend, but were not represented due to illness and earlier commitments.

With due regard for the fact that the firms represented at The Essex House meeting are only a part of the microfilm industry, it was thought advisable to adopt the following procedure:

- 1- Prepare a summary of matters discussed.
- 2- Submit this summary for study to all other firms known to have a microfilm interest.
- 3- Request a reaction to the report.
- 4- Ask for an opinion from each of the firms receiving this report, as to whether they are in agreement and also as to whether they would be willing to be represented in a general meeting - the purpose of which meeting would be to formally establish a microfilm trade association.

It was generally agreed that the microfilm business has now reached a point where a trade association could be of excellent service to all firms concerned, their customers, their suppliers and the General Public.

It was thought that an association might include the following three classes of members:

- 1- Operating Companies (like Holbrook, University Microfilms, etc.)
- 2- Associated Firms (like Goers, Haloid, DuPont (Film), Wollensak)
- 3- Professional People (like Archivists, Special Librarians, Records' Managers, etc.)

If a sufficient number of firms are willing to support an association, the burden on any one firm should be moderate. Some mutually acceptable yardstick to determine proportionate contribution can probably be established.

The following functions might be performed by an association:

- 1- Government officials would have an authoritative source for reference in case of need - e.g. Present Navy need for positive printing and processing could have been quickly handled. Government in its various forms would have an authoritative source for reference and in addition, Government could be advised on an industry-wide basis, with reference to microfilm.
- 2- General matters of legislation affecting microfilm and microfilm products and such matters as securing test cases in courts, should be an association matter since such action is of general interest to all companies.
- 3- Our industry like any other must evolve various acceptable standards of materials quality, machine performance, etc. This need met by the industry as a group would provide "work yardsticks" which shall be practical and fair to all concerned.
- 4- An industry meeting-place for arbitrations of differences and disagreements could be provided. Codes of fair practice could be established or suggested.
- 5- Means of exchange of assistance, ideas, etc. would be set up. A basis for sub-contracting between members would likely result.
- 6- Helpful data would be advisable relative to cost analysis, and this would help remove bad price structures.
- 7- Labor and Employment could be treated properly. Industry-wide data would keep members from making costly errors on men once proven unsuitable to our business. Selective Service, War Labor Board, etc. could be given industry-wide contract.
- 8- Primary patent matters could be kept on record. This subject is broad but there are several places in which patents become an industry matter rather than that which is specifically of interest to a firm or a small group of firms.
- 9- Industry-wide publicity could be provided to all profitable sources, e.g., the recent MODERN INDUSTRY article should have been an association matter.
- 10- Provision of an information center for public, researchers, members, etc. would advance microfilm uses.
- 11- A Testing Bureau could be established which would be available to any user of microfilm, which bureau could provide impartial



and sound advice, rulings, or actual test data on submitted microfilm products. Such a bureau would logically be under the direction of the associations technical committee.

It is suggested that the thoughts contained in this memorandum be given the consideration and study of the firms receiving a copy. Any response from any firm will be sincerely appreciated as an indication of their interest in advancing the general field of microfilm.

Subject to the approval and to receiving the cooperation of a sufficient number of microfilm firms, it is suggested that a general meeting be planned, which shall have for its purpose, the formal establishment of an association. At that time, such matters as the adoption of a proper constitution and by-laws, the choice of officers, the possible selection of a qualified secretary, and other such basic association matters should come before the assembly.

When all of the firms receiving this memorandum have replied and indicated whether they are willing to be represented, a choice of a meeting place will be made, which shall have the greatest convenience for the largest number of firms willing to be represented. On first examination, it seems that some mid-western point will probably be the best choice since there are microfilm firms from Coast to Coast and such a geographical location for a meeting has much in its favor.

\* \* \* \* \*

# Remington Rand Inc.

309 W. JACKSON BLVD. CHICAGO 6, ILL.

February 7, 1945

Historical Library  
State of Illinois  
300 Centennial Building  
Springfield, Illinois

Attention: Mr. Paul M. Angle, State Historian

Dear Mr. Angle:

During the 63 General Assembly the following Bills were introduced: House Bills 649, 713, 714, 752 and Senate Bills 250, 256, 442, and 448. These Bills pertained to microfilming and destruction of State records which were microfilmed. Some of these Bills were enacted.

We would appreciate it very much if you would advise us as to the Law pertaining to records which have been placed on microfilm. What records must be kept and how long, and what records can be destroyed immediately after microfilming? This question has been asked us by numerous State Departments.

Thanking you for your cooperation.

Very truly yours,

REMINGTON RAND INC.

  
Systems Division

H. C. Bever:mm

# COPY

February 9, 1945

Mr. H. C. Bever  
Systems Division  
Remington Rand Inc.  
309 W. Jackson Blvd.  
Chicago 6, Illinois

Dear Mr. Bever:

We are referring your letter of  
February 7 to Miss Margaret C. Norton,  
Superintendent, Archives Division, Illinois  
State Library, who is best able to give you  
an authoritative opinion on the legal status  
of records which have been placed on microfilm.

Very truly yours,

*Paul M. Angle*

PMA:hc  
Encl.

*Hand*  
*microfilm*

February 10, 1945

Mr. H. C. Bever  
Systems Division  
Remington-Rand, Inc.  
309 W. Jackson Blvd.  
Chicago 6, Illinois

Dear Mr. Bever:

Your letter to Mr. Paul W. Angle, State Historian, inquiring concerning records which have been placed on microfilm, has been referred to Miss Margaret C. Norton, State Archivist, for a reply.

Enclosed are copies of the Acts in relation to microfilming of both County and State records. Also two copies of a bulletin issued by the Archives Department of the State Library in relation to the use of micromphotography in reducing the bulk of records. Please note particularly the last page of this bulletin.

Any State official may microfilm any of the records of his office for administrative use, but he may not destroy the original record from which the copy was made without previously obtaining legislative permission to destroy the original record as in the case of any other record proposed for destruction. In addition, he is required to secure the approval of the State Records Commission as to the quality of the microfilm records it is proposed to substitute for the original record. In the case of County records approval for destruction must be secured through the County Board. After a study of the county records system and after discussing the matter with most of the county officials of the state, the Archives Department of the State Library recommends that original county records should not be destroyed after microfilming, because of the extreme value of the originals. Enclosed also is an article from the December 1944 issue of Illinois Libraries which discusses the use of microphotography for county records.

The Archives Department of the State Library prefers not to make any blanket statements concerning records to be destroyed after microfilming. The Federal Government has found that the principal records which could be destroyed after microfilming are purely administrative records, such as certain accounting and personnel records, perhaps certain correspondence, and sometimes certain records made on printed forms. Miss Norton will be glad at any time to discuss with any State or County official the applicability of microphotography to the records of his office.

Very truly yours,

SECRETARY OF STATE

Signed by:

MICROSTAT CORPORATION

National Headquarters  
18 West 48 Street  
New York 19, N. Y.

Bryant 9 0660

February 23, 1945

State of Illinois  
Office of Secretary of State  
Springfield, Illinois

Gentlemen:

We are anxious to bring up-to-date our files covering legislation in the state of Illinois authorizing the microfilming of records.

It will be greatly appreciated, therefore, if you will be kind enough to send us copies of any Acts that have been passed which relate to the subject of microfilming of records, whether they be those of State, Municipality, City, or County Agencies, or of corporate records.

Yours very truly,

MICROSTAT CORPORATION

s/ M. S. Lehman  
ir

M. S. Lehman  
Treasurer

MSL:ir

**GRAPHIC MICROFILM SERVICE INC.**



**FILE COPY**

**7 DEY STREET • NEW YORK 7, N. Y.**

**TELEPHONE RECTOR 2-2055**

Society of American Archivists  
Illinois State Library  
Springfield, Ohio  
Attention: Miss Margaret C. Norton, Pres.

**March 2, 1945**

**Gentlemen:**

A meeting of microfilm interests is planned for March 16th-17th, to be held at Cleveland, Ohio, for the purpose of discussing the possibility of forming a microfilm trade association.

One or more representatives of your firm are invited to attend, and are requested to write or wire for reservations as soon as possible. Please direct your communication to Mr. C. F. Lezius, President of The Microfilm Corporation, 1051 Power Avenue, Cleveland 14, Ohio - which company is making the local arrangements. Every one attending this meeting is expected to bear his own expenses. The cost of rooms, etc. will be paid by The Microfilm Corporation, and this company, in turn, will bill each company represented.

The meeting is planned to include:

- 1- A report to those attending regarding the findings produced in the informal committee's investigation concerning the formation of a trade association. After full discussion, it may be decided to launch an association of some sort.
- 2- A review of modern trends in microfilm equipment is tentatively scheduled, and a highly placed official of the Federal Government has been requested to address the meeting.
- 3- Modern processing will be the subject of a talk by Mr. Eugene B. Power, President of University Microfilms, Ann Arbor, Michigan.
- 4- Present law as it regards microfilm will be discussed by Mr. M. S. Lehman, Treasurer of Microstat Corporation, New York City.
- 5- The microfilm service company will be the subject of a talk on the place and definition of such a firm. Mr. Wm. Fintze of The Microfilm Corporation will lead discussion of this subject.

The above subjects will be thrown open to discussion in all cases, for this meeting is intended to begin a program of mutual counsel for microfilm men.

We hope your firm will find it possible to send at least one representative to this meeting.

Sincerely yours,  
*Franklin M. Morgan*  
Franklin M. Morgan  
For the Informal Committee

FMM:AQ

Encl:

Our Memo-August 1944

*Thill  
Michigan*

March 8, 1948

Mr. M. S. Lehman, Treasurer  
Microstat Corporation  
18 West 48 Street  
New York 19, New York

Dear Mr. Lehman:

Enclosed are copies of the two Illinois Acts which relate to the microfilming of records. These acts relate respectively to State and County agencies.

Yours very truly,

SECRETARY OF STATE

Signed by  
Helene M. Rogers  
Assistant State Librarian

~~sent~~  
Enc.

cc: Rogers

March 10, 1945

*Hand*  
*Microfilm*  
*Original letter  
noted and filed*

Mr. Alfred Macdonald  
Midwest District Manager  
Recordak Corporation  
137 North Wabash Avenue  
Chicago, Illinois

Dear Mr. Macdonald:

Miss Margaret C. Norton, Archivist of the Illinois State Library, requests me to express her thanks for the useful list of counties and municipalities that are microfilming their records.

Mr. Kenneth Flood, Field Visitor for Archives, expects to be in Chicago March 16th and 17th: that is, Friday and Saturday of next week, and Miss Norton has instructed him to talk with you about the microfilming of county records and to discuss the certifications recommended by the Illinois State Library.

Although it is true that the courts are required to accept microfilm copies of records, they may not be inclined to do so unless they have some formal assurance that the microfilm copies are indeed the records which they purport to be and that the file is complete and the copy made under the supervision of the legal custodian of the records. We have, as you know, worked out these certifications quite carefully, and we think you will be interested in having copies and in discussing this matter with Mr. Flood.

Miss Norton will also be glad to see you any time you are in Springfield and to discuss this and other microfilming matters with her.

Very truly yours,

SECRETARY OF STATE

Signed by  
Helene H. Rogers  
Assistant State Librarian

mch:lk





7 DEY STREET • NEW YORK 7, N. Y.

TELEPHONE RECTOR 2-2055

March 13, 1945

Miss Margaret C. Norton, President  
Society of American Archivists  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

As a move toward the proper establishment of microfilming, a meeting of industry members has been arranged for Cleveland, and is briefly described in the enclosed pages. I take the liberty of sending these for your file and will gladly keep you informed of our progress in this direction, if you so desire.

Your address on "Some Legal Aspects of Microfilming" is very helpful as evidence of archivist thinking on this subject. Item 4 on our program may prove interesting. Would it be possible to obtain a set of the forms you have developed for use in microfilming Illinois County records? These would be helpful additions to our exhibit materials.

We have confined this first meeting chiefly to commercial firms, but at a later meeting, we will invite the professional groups such as archivists, special librarians, etc.

We of the microfilm field will need counsel and advice from the archivists as we get further on with the development of our medium. We dislike the glib phrase used by irresponsible microfilm people.

When this meeting is past, it may be possible to send you data of genuine interest because of your capacity as President of the Society of American Archivists.

Any suggestions you might make will be very welcome.

Sincerely yours,

A handwritten signature in cursive script that reads "Franklin M. Morgan".

Franklin M. Morgan  
President

FMM:AG  
Encl.

March 16, 1938

Mr. Franklin M. Morgan, President  
Graphic Microfilm Service, Inc.  
7 Day Street  
New York 7, New York

Dear Mr. Morgan:

Thank you for sending me the notice and report concerning your meetings on microfilming. I am very much gratified to know that the industry is making plans before peace releases all restraints. As I have told you before, we are very much concerned over the haphazard microfilming projects relating to Government records, which have come to our attention.

Enclosed is a copy of an article by Mr. C. Kenneth Blood, Field Visitor for Archives, Illinois State Library. This article is to appear in the Journal of Documentary Reproduction, Illinois Libraries and The Illinois County & Township Official. The article describes our experience in microfilming the records of one of our older counties. The Illinois State Library does not expect to compete with commercial firms in microfilming of government records. However, we felt it would be helpful if we were to find out some of the problems involved. Particularly, we wanted to work out satisfactory certifications. Therefore, we decided to microfilm the records of Alexander County as an experiment. This article contains copies of the forms which we used.

Perhaps it is improper for me to send you a copy of an unprinted article, but I feel that I am justified in doing so, because it may be helpful to the discussion which is going on. I am sorry that I did not get your letter in time to send it before your meeting of March 16 and 17.

Please keep me informed as to all that the film industry does which you think will be of interest to archivists. We will be very glad to cooperate in any way we can.

Sincerely,

President

mon:lk



7 DEY STREET • NEW YORK 7, N. Y.

March 22, 1945

TELEPHONE RECTOR 2-2055

Miss Margaret C. Norton, President  
Society of American Archivists  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Your kind letter of March 16th is very much appreciated. The enclosure will find its way to the Association data files as soon as we are properly organized.

At our Cleveland meeting, there were 32 representatives of Government and various component parts of our industry. We formed The National Microfilm Association, and this next week should see our incorporation completed and our Association ready to start toward pertinent activities.

This letter is an informal advice, and a full dress report will reach you in the general mailing to microfilm people and other interested parties.

You might be interested to learn that certain basic data contained in your "Legal Aspects" address proved of real value in our round-table discussion on the legal status of microfilm. The meeting's reaction to this data is good evidence of the need, in our field, of archivist professional counsel and direction.

In our field, we are somewhat like the seven fabled blind men and the elephant. One firm is certain microfilm is very like a lens; another company thinks it very like an insurance policy; a third knows it is very similar to a room-stretcher, etc. We feel that a correlation of our experience may provide adequate perspective, to the good of the field and those it does, or may, serve.

If you will note the article which begins on page 66, March 17th issue of "Business Week", you will see a reasonable example of the kind of data which I believe sound for general industrial consumption. That article originated in this office only because there was no association set up to start it off.

Your correspondent has the honor and responsibility of being President of the new group for its first year. I hope we may ask your individual and collective counsel as often as need arises.

Sincerely yours,

A handwritten signature in cursive script, reading "Franklin M. Morgan".

Franklin M. Morgan  
President

FMN:AQ

Chicago - Cook County - March 23, 1945.

At the request of Mr. Conroy, Circuit Clerk of Cook County, I represented the Illinois State Library Archives Department at a meeting before a delegation of the Chicago Bar Association, Judges of the Circuit Court of Cook County, representatives from other Cook County offices, and other interested parties. This meeting was arranged by Mr. Conroy so that he might explain to the above mentioned parties the use to which microphotography could be used in the daily routine of his office. Representatives from the Recordak Corporation were also in attendance.

Mr. Conroy called the meeting for 11:30 A.M. I met with Mr. Conroy at 11:00 and went over with him various subjects pertaining to microfilming. The meeting began promptly at 11:30 with a representation of about twenty persons. Mr. Conroy began the meeting by explaining the use of microphotography in the operations of his office (as explained by me in my preceding report). After Mr. Conroy finished explaining the above to the meeting he called on me to explain to the members present what use the state was making of microfilm. I explained to the members present the work which the Archives Department was doing in the microfilming of the records of Alexander and Pulaski Counties. The reason we were doing this work was from a demonstration standpoint in order to be able to pass on the information from this sort of project to other counties doing microfilming. I also brought up the work which the National Archives was performing by the use of microphotography.

Mr. Kershaw, Representative of the Recordak Corporation, then proceeded to give a demonstration on the reading machine with a 16 mm. film. This demonstration brought up a discussion from the various persons there wanting to know the various systems of indexing which would be used and the amount of time it would take to use microfilm; how a lawyer's secretary or assistant could check the orders which come from the judges; that is, provided the photostat books were done away with.

One lawyer brought up the subject of how, if he sent his secretary over to check the record book as he had been doing in the past, she would be able to do this by the use of microfilm and how they would know that it was exactly the order which the Judge had given before the court. He claimed that if the girl could go in the record book (which is photostated) she could check the order against the record book and see that it was all in perfect order. Mr. Conroy called on Mr. Angle, Chief Record Writer for the Circuit Clerk's office, to explain the situation. He explained that the orders were brought downstairs by the deputy from the judge. Before they were entered into the photostat book they were out of the custody of the circuit clerk's office for at least three days, as they turn them over to the photostat department for photostating. In these three days before photostating, these orders could be changed. Under the microfilming set-up the orders would be brought downstairs by the deputy circuit clerk, turned over

to the cashier and then immediately photographed. In this way they would never be out of the hands of the circuit clerk's office who is directly responsible for all files. Also, these records would be available through microfilm in twenty-four hours' time for checking purposes. Therefore, the lawyer, instead of waiting two or three days to check the photostat record, could check the microfilm record the following day. Under the microfilming system there absolutely is no way for the record to be changed, unless it was changed on the way coming downstairs, by the deputy circuit clerk, and the possibilities in this case are nil. It was also explained at the same time that there would be a negative copy of the microfilm housed in specially constructed vaults and that the positive copy would be the only one that would ever be used by the public.

Another question which arose during the discussion was the indexing system to be used. Mr. Angle said that the indexing system would be such that a case or file or order could be found immediately; that they intend to work out a system which under the microfilming set-up they would be able to find any order within 35 seconds at the most.

One of the lawyers asked me what the courts, especially the United States Supreme Court, had decided on microfilm. I explained to him what I had found out at Philadelphia at the Securities Exchange Commission office. The chief document clerk there informed me that Douglas, who is now on the bench of the U. S. Supreme Court was at one time on the SEC and that he was highly in favor of microfilming and was one of the persons who set up the microfilming department of the SEC. Then I explained about this department. I also brought up the Manton case, who was a New York Judge on the Circuit Court of Appeals bench. He was convicted and sent to prison purely on photographic evidence.

Several of the lawyers acted as spokesmen for the group and said that they felt that microfilming is a good thing, but that they were interested in trying to find out any "bugs" which might come up by the use of it. The way the situation developed it was brought out that the only record which would be eliminated in the circuit clerk's office by the use of microfilming would be the photostat record. The files for all original cases would be kept for 21 years, as judgments run 20 years in Illinois. All cases after 21 years would be microfilmed and then unless the cases were alive, the files would be destroyed after certain things had been worked out from a legal standpoint. Therefore, the circuit clerk's office would begin to microfilm the 21st year and continue to microfilm the records to the beginning of the county and then as the records become 21 years old they will continue to be microfilmed. The only microfilms which would be used at the present time by the public in general would be the records filmed after the first 21 years, or in the case of a current file being lost or destroyed, or in a case as

mentioned before, a Judge wishing to send his assistant to check certain court orders to see if they have been entered correctly.

The question of the durability or permanence of the film was brought up. Mr. Kershaw of the Recordak Corporation said that the film would last, according to the U. S. Bureau of Standards, as long as the best grade of rag paper. He also passed out copies of the tests made by the U. S. Bureau of Standards. It was also brought up whether or not specially constructed vaults had to be made, also whether the film would be housed in the county building or at some other location. They were not in favor of having the negative film housed in the county building.

During the conference while discussions were going on, I tried to move around and talk personally to various members attending the session explaining to them more in detail in regard to the questions which were brought up by them in the general discussion. It is a very difficult problem to explain to 20 persons what microfilming really is, in one session. The meeting lasted from 11:30 to 2:30. Before the delegation of the Chicago Bar Association left they requested that Mr. Conroy give them in writing exactly what the use of microfilming would do and the changes necessary to be made in his office providing this type of set-up was used.

After the delegation from the Chicago Bar Association left, Mr. Conroy called Mr. Kaindl, County Recorder, and Mr. Stewart, Public Relations Officer and efficiency expert, down to his office so that the Recordak Corporation and myself could explain to them how microfilming could be used in the Recorder's office. Mr. Thomas Matousik of the Recorder's office who attended the first session was interested in having a million and a half original deeds microfilmed strictly as an insurance angle for the protection to the Recorder's office. Under the Torrens System the original deed is kept by the Recorder's office and a copy given provided one is requested. Mr. Matousik saw great possibilities for microfilming in the Recorder's office strictly from an insurance angle. He was not interested in having the film housed in the Archives vaults but thought that they should have their own vaults in Chicago. Both he and George R. Angle, Chief Record Writer for the Circuit Clerk's office, said that there should be some central housing space erected in Chicago. They suggested the Forest Preserve, which should be called the Hall of Records and should contain the surplus records from all the county offices, each county office to have its own vault space and to service their own records. At the present time each county office has rented warehouse space throughout the city of Chicago for its non-current records. Most of the places are not fireproof. If this idea were put into effect, they would be able to microfilm their records before they were sent to this central housing space. The film could be kept in the main office, and if the originals had to be kept, they could be housed in this central warehouse.

Cook County will have to do something in the very near future to secure storage space. At the present time the main offices of the Cook County officials have outgrown the county building and various county officials have been forced to find additional office space in other buildings throughout the loop.

Mr. Kaindl of the Recorder's office was interested in using microfilm for soldiers' discharge papers. His office is required to give a certified copy free to all service men, but most service men request two or more copies. Therefore, they are allowed to charge for all over the first copy. Mr. Karshaw explained how the soldiers' discharge records could be micro-filmed and certified microprints made from the film. He said that his company could probably give a 24-hour service in micro-prints. Mr. Kaindl said that they intend to amend the Recorders' Law which would allow them to separate the soldiers' discharge records from the rest of the Recorder's records. Mr. Matousik brought up the question to Mr. Conroy that under the present microfilming law there might be a question whether or not the Recorder's office would be allowed to microfilm their records and do away with the record books. He mentioned that the Recorders' law specifically states that the Recorder shall keep his records in well bound books. He thinks that an amendment should be made to the present microfilm law taking care of this wording that the Recorders shall keep their records in well bound books. I brought out the difference to the officials between photostat and microfilm prints. Mr. Stewart was having difficulty in distinguishing between photostat and microfilm and was continually bringing up the machine used by the Recorder in Lake County. The Recorder in Lake County has a Rectigraph which is manufactured by the Haloid Company, who also sell Haloid paper. These Rectigraph prints are very much like the photostat, and it is very easy to get confused between the two.

The officials of the Recorder's office stated upon leaving that they intend to study the problems of their office, and suggested that the Recordak Company send in their engineer to draw up plans and offer suggestions along with our help so that they could make arrangements to have any necessary amendments made to Recorders' laws, making it possible to use microfilm.

Mr. Conroy said that he was very glad that I could be at the meeting and represent the Archives Department. He said that I gave valuable aid to his cause and that he intended to write to the Secretary of State informing him of this. He said that he intended to call upon us in the future for more assistance, especially in the setting up of their indexes and cross references when and if they use microfilm.

Chicago - Cook County - March 23, 1945. County Treasurer  
and County Auditor's Offices.

I visited the County Auditor's office and the County Treasurer's office. The Cook County Auditor has one of the largest, most up-to-date microfilming set-ups in the country. They use microfilming extensively for their tax work which they receive from the County Treasurer's office. In the County Treasurer's office they have five Commercial Recordaks. These machines microfilm all tax records as they come through the cashier's cages in the various departments of the county treasurer. They use one Commercial machine for current tax records. The other machines are used for various back years. Each day's work is microfilmed by these Commercial machines after being processed and forwarded to the Auditor's department. The County Auditor's office is in the Cook County building. Because of the crowded conditions of the Cook County Building it was necessary for them to take over a complete floor in the LaSalle Building. Mr. Kershaw of the Recordak Corporation introduced me to Mr. Howard, County Auditor, who in turn introduced me to Mr. Erickson his Chief Clerk. Mr. Erickson gave me a first-hand picture of the part microfilming is playing in the County Auditor's office. Mr. Erickson said that the film, after it left the County Treasurer's office and was processed, came to his office where it was run through a reading machine (library reader--smokestack type) and was cut into various reel lengths corresponding to the various cashiers in the treasurer's office. After this was done it was forwarded to their key punch department. He took me in a room which about twice the size of our Archives room on the second floor. This room had subdued light, and there were about 37 girls working the key punch machines, each girl having a library reader and on each reader was a roll of this film from which they lift the tax figures on to the key punch cards, after which the key punch cards were run through their normal process. They also had about 12 Recordak Readers--the kind which we have in the Archives Reference Room. Mr. Erickson took me to several offices throughout their department and every place I noticed they had several library readers and people working directly from the film, checking the various tax records.

I did not spend as much time with Mr. Erickson as I should have, and we went through the various offices very hurriedly, and I was not able to write up more in detail the various phases of the work which I had explained to me by Mr. Erickson. I asked Mr. Erickson if he ever thought of writing up the use of microphotography in the County Auditor's office, and he said that they had thought of writing the story at some future date. I said that we would be very much interested in having him write an article on this, and that we would publish it for him. He invited me to return on my next visit to Chicago, and he said that he would go into more detail on the whole set-up. I would suggest that if Miss Rogers or Miss Norton are in Chicago at any time in the future, they visit the County Auditor's office and see his microfilming set-up.

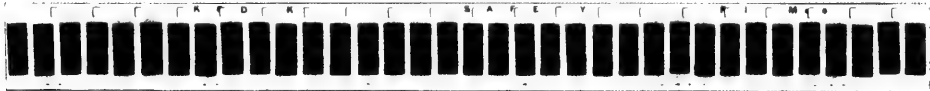




# RECORDAK CORPORATION

SUBSIDIARY OF EASTMAN KODAK COMPANY

EXECUTIVE & SALES OFFICES - 350 MADISON AVENUE - NEW YORK



PLEASE ADDRESS REPLY TO  
CHICAGO OFFICE

137 NORTH WABASH AVE.  
TELEPHONE CENTRAL 9092

April 4, 1945

Miss Helen Rogers, asst. Librarian  
Illinois State Library  
Springfield, Illinois



Dear Miss Rogers:

From correspondence between our Mr. Campbell of the St. Louis Recordak station and Mr. Hansen we understand that the Microfile machine will shortly be returned to Springfield and it would be very much appreciated if you will kindly advise us as soon as this machine arrives there.

For your information you are still entitled to a final and complete inspection on this equipment before the guarantee runs out and we would like to have this work done by one of our men who has been specially trained for work on this type of equipment.

As soon as we hear from you a date will be set to take care of this work.

Yours very truly,

*Carl Velzing*  
Carl Velzing  
Service Supervisor

11/a

MAIL VIA RECORDAK

April 6, 1945

*See memo to J. B. [unclear]  
June 17 45*

Mr. Franklin M. Morgan, President  
Graphic Microfilm Service, Inc.  
7 Day Street  
New York, 7, New York

Dear Mr. Morgan:

Congratulations upon your being chosen President of the new National Microfilm Association. There is no question in my mind of the need of such an Association as yours. Informal attempts at cooperation have been made in the past but have been overshadowed by the war effort. We have heard that one of the larger companies did not send a representative to the Cleveland meeting because, as I got the statement, there was at least one company represented which it did not think was a company whose record indicated high ethical standards. I do not see how one company could be arbitrarily excluded from your Association. I hope this was the real reason rather than an excuse for not wishing to share experience.

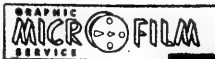
I am sure that as you suggest, there is a need for more study than has been given so far to the applicability of the process to archival work. So far too much emphasis has been placed upon selling the idea of microphotography. Most Government officials with whom I have talked have been oversold on the idea and some have even gone so far as to make contracts for microfilming records with only a vague idea as to whether or not the process is suitable for their own records. Last January I gave a short course on record making and devoted one lecture to photography. The lecture was attended by sixty-five State employees. I found a large proportion of these people confused as to the distinction between Photocopy and Microcopy. I could give only a smattering of information, and even so I feel I gave them so much that perhaps I did not get across many of my points. I may at some future date give a series of illustrated talks on this subject. At any rate I am hoping that there can be close cooperation between the archivists and the industry for the mutual benefit of all concerned.

I will be very glad both in my capacity as President of the Society of American Archivists and as State Archivist of Illinois to cooperate with you in any way in my power.

Sincerely,

President

mcn:lk



7 DEY STREET • NEW YORK 7, N. Y.

TELEPHONE RECTOR 2-2055

April 11, 1945

Miss Margaret C. Norton, President  
The Society of American Archivists  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Your kind letter of April 6th is very welcome for the new microfilm group is surely going to need advice and suggestions from our American archivists.

If one of the companies chose not to send a representative to our meeting, because of anyone present, they rather missed the point. The meeting was directed at future performance, admitting that much of past practice should be corrected as soon as possible.

If we, as a group, can arrange to do a reasonably good job of work together, all reputable firms are likely to be on our side whether they affiliate or not. As it now looks, we will have a nucleus of firms with good reputations, ability and intent. The proof of our work lies ahead.

Personally, I agree with you that microfilm applications have often been oversold, but I feel this is always true in a comparatively new business. Overselling is a result of ignorance on the part of both buyer and seller, plus misdirected enthusiasm. Sound education will do a great deal along these lines, and it had better be done before a mass of photo-minded veterans start off on a wrong premise or two.

We are going to try to get together a file on lectures and educational work in our field, and its allied forms. Could we have a copy of your January lectures, to open this file?

Our first meeting report will probably be ready for mailing about April 20th, if printers allow. A triplicate set for your file will be sent to your office.

I have the feeling that we will be persistent inquirers of your office, but trust that, in due course, we can reciprocate.

Our incorporation is proceeding and before long, we expect to be a legal entity. Meanwhile a deal of preliminary work is moving ahead.

Your further communication will be welcome at any time.

Sincerely yours,

*Franklin M. Morgan*

Franklin M. Morgan, President  
National Microfilm Association

FMm:AL

*Misc.*

April 17, 1948

Mr. Alfred Macdonald  
Midwest District Manager  
Recordak Corporation  
137 North Wabash Avenue  
Chicago, Illinois

Dear Mr. Macdonald:

The last time Mr. Blood was in Chicago you gave him a copy of the October 1944 edition of the Eastman Kodak Company's book "Re: Admissibility in Evidence of Recordak Film Picture Records". As Mr. Blood wishes to keep this copy for his own work and to have it with him on his field trips, we would very much appreciate it if you could spare an extra copy for our Archives office file.

Yours very truly ,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian

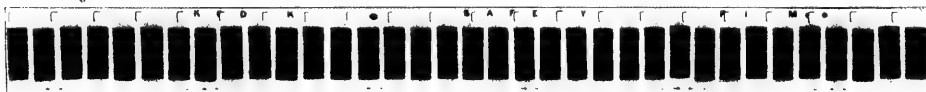
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# RECORDAK CORPORATION

SUBSIDIARY OF EASTMAN KODAK COMPANY

EXECUTIVE & SALES OFFICES: 350 MADISON AVENUE NEW YORK



PLEASE ADDRESS REPLY TO  
CHICAGO OFFICE

137 NORTH WABASH AVE.  
TELEPHONE CENTRAL 9092

April 18, 1945

Miss Margaret C. Norton  
Archives  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

In accordance with Miss Helene H. Rogers' letter of April 17, addressed to Mr. Macdonald, I am enclosing the brochure, "RE: ADMISSIBILITY IN EVIDENCE OF 'RECORDAK FILM PICTURE RECORDS'".

Yours very truly,

*G. M. Marquand*  
G. M. Marquand

gmm  
enclosure

V.... MAIL VIA RECORDAK

*Miss*

GRAPHIC MICROFILM SERVICE INC.



7 DEY STREET • NEW YORK 7, N. Y.

TELEPHONE RECTOR 2-2055

April 24, 1945

Miss Margaret C. Norton, President  
The Society of American Archivists  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Your copy of the first meeting report of the National Microfilm Association has not been sent out because of a delay in receipt of material to be included therein.

As soon as we have on hand all of the data referring to the meeting held at Cleveland, we shall be able to furnish you with a complete copy of the proceedings.

It is our expectation that this mailing will be ready in about ten days.

Cordially yours,

*Franklin M. Morgan*  
Franklin M. Morgan  
President

FMM:Al

*Miss  
Morton*

April 26, 1945

Mr. O. M. Marquam  
Recordak Corporation  
137 North Wabash Avenue  
Chicago, Illinois

Dear Mr. Marquam:

This will acknowledge with thanks the  
copy of the brochure, "Re: Admissibility  
in Evidence of 'Recordak Film Picture Records'",  
sent to Miss Margaret C. Norton, Archivist,  
Illinois State Library, at her request.

Yours very truly,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian

mcn:lk

*Microfilm*

May 9, 1945

Mr. Carl Velzing  
Service Supervisor  
Recordak Corporation  
137 North Wabash Avenue  
Chicago, Illinois

Dear Mr. Velzing:

Our Recordak model "C" has just been returned from two field trips in Southern Illinois. So far as we can see it is in good condition, but we would appreciate having your service men make a thorough check on it before the expiration of our guarantee in accordance with your suggestion of April 4. We will be glad to see your service men at the convenience of the company.

Very truly yours.

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian

MCN:fo



# WALTER B. SNOW & STAFF, INC.

ESTABLISHED 1907

STATLER BUILDING · BOSTON 16

HAROLD BUGBEE · PRESIDENT

A. S. McKENNA · TREASURER

May 11, 1945

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

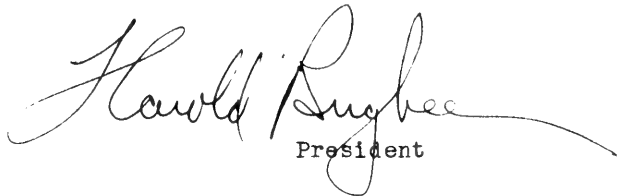
Dear Miss Norton:

I was so impressed with your article on record making in the February issue of "Illinois Libraries" that I have taken the liberty of extracting that part of it which seemed of particular interest and significance to county record keepers and I am wondering if we might use this in WESTON'S RECORD over your name. If so, I would like to arrange that you receive a modest honorarium.

Your cooperation will be sincerely appreciated.  
May I hear from you at your early convenience?

Cordially,

WALTER B. SNOW & STAFF, INC.

  
President

HB:MM

Keeping Records, And  
Keeping Them Under Control

By Margaret C. Norton  
Archivist, Illinois State Library

The records systems of many public offices, like Topsy, have "just grewed". Records have a tendency of coming into existence as a by-product of governmental activity rather than as planned entities. In the days when all documents were written by hand, records were not made unless they were important. It was therefore possible to preserve them all. Today, machine production of records, together with a complexity of functions undreamed of a generation ago, are piling up files in astronomical proportions.

Laws aimed at preventing inconvenience or loss to the government or to the individual often prohibit the destruction of any records without specific permission of the proper authorities. If literally interpreted, almost any piece of paper with writing on it which flutters by chance into a public office must be deemed to be a record which may not be destroyed. Filing systems break down because they become too cumbersome. Current records which must be kept close at hand often push less frequently used but legally important records to store-rooms where they get jammed together in inextricable confusion or at worst are exposed to heat, dampness, vermin and dirt.

The absurdity of treating as equally sacrosanct a deed to real estate and a written requisition for a box of pencils

creates a lack of respect for all records. When war prevents the building of equipment and storage space and patriotism calls for waste paper, it is inevitable that valuable historical and legal records get sent to the waste paper man along with the worthless papers. A destroyed record, no matter how badly needed, can no more be restored to life than a dead man.

It works both ways, of course. Even offices which have meticulously preserved all their files frequently are embarrassed because certain records, now needed, were never made in the first place. On the other hand so much has been said about records as historical source material that some conscientious officials fear to recommend the disposal of any record lest some precious fragment illuminating the biography of a now unrecognized Lincoln might be destroyed. Public records are the principal and sometimes only historical source material for the pioneer period. For example, no effective social history of the United States could ignore the rich vein of information to be found only in the archives of the county court houses. The historian of the future who writes about life in America today, however, will not have to depend wholly or even largely upon public records. He will also have newspapers, periodicals, books, photographs, newsreels and sound recordings as source material.

The public officer, therefore, need not concern himself with consciously created history. Rather it is his duty to

determine what records are necessary for the most efficient administration of his office and for the information of his successors. The word "record" has been defined as "artificial memory". In seeking to keep records under intelligent control, the first point to decide is what forms of artificial memory are needed for efficient administration.

In this connection one should be mindful of the implications of democracy as they affect records. In a monarchy or totalitarian system of government the people are creatures of the State and the records of government belong to the rulers, not the people. In a democracy, on the other hand, the people delegate the functions of government to their officials, who do not own the records which result from their activities but, rather, act as custodians of the records on behalf of the people. Since government functions for the benefit of the public, the people have a right to demand that their citizenship and property rights as individuals and their communal property rights as administered by the government shall be protected by the creation and preservation of proper records. Only the duly elected representatives of the people may authorize the destruction of such records.

A further implication of democracy is that these records are public records open to inspection by anyone who applies to see them, subject only to reasonable restrictions as to hours of access and protection against theft, alterations or other physical hazards. Use of public records may be

restricted as confidential only when public inspection would obviously be injurious to the public or to private good - as in the case of certain confidential corporate statements of earnings used as a basis for taxation, or in the case of pardon papers. The power to withhold such categories of records as confidential must be specifically granted by law.

The first step in gaining control over records is to determine what records are necessary to present day efficient administration, and what form they should take. Until after these facts have been determined it is advisable to forget about existing files. A review of present files to determine their effectiveness is next in order. The first step in the official planning of files should be to list the duties of the office and the manner in which the law specifies this duty shall be performed, also what records are specifically required by law to be kept. The record keeper should be mindful whether the original records are to be permanently preserved, what records may be copied to advantage, and which records may be destroyed after what respective time intervals. Complete and automatic segregation of records in the respective disposal periods should be provided for. When non-permanent records are filed with permanent records the amount and quality of labor involved in weeding them out is so great it becomes necessary to preserve them all. This admixture of ephemeral and permanent records is the greatest single factor in the unwieldy growth of records.

A second point to be considered is duplication of records in other offices. If the records are paralleled elsewhere, which is the official permanent record? If the original and legal record is in some other office than yours, then your copy may be required to be preserved only so long as it serves the purposes of your own office.

One final point. There is no substitute for the experience and knowledge of the official who is charged with the responsibility for preserving the records and maintaining them for public use. The filing of such records is not a job for a clerk who does not fit into any other office activity. Logical organization of record files and a good system of filing within each unit are the most important elements in getting and keeping control of records.

7725  
MAY 15 1945

Mr. Harold Bugbee, President  
Walter B. Snow & Staff, Inc.  
Statler Building  
Boston 16, Massachusetts

Dear Mr. Bugbee:

You are very welcome to publish the excerpts from Miss Margaret Norton's article on record making, published in the February issue of Illinois Libraries. There is no copyright on this article, and we are always glad to have reprints made where they will be useful.

A matter which has greatly concerned us recently is the matter of substitution of microfilm copies for original records. We believe thoroughly in such substitution in the case of administrative records which have only a temporary value, but we are greatly concerned by the fact that microfilm enthusiasts are overselling record officials and that there are proposals to do away with records made on paper; for instance, there is a bill now pending before the General Assembly which would permit county Recorders to keep real estate title records on microfilm only. We think this is a most dangerous bill and are hoping that it will not pass, but the state County Recorders' Association seems to think that it wants this bill. We feel that some of you companies which make record papers should take some active steps to make county officials realize that permanent records should be kept on the best quality of paper only and that original records of permanent value should not be destroyed.

You might be interested in getting permission to reprint an editorial on this subject, which appeared in the April 1945 Library Journal. This unsigned editorial was written by Miss Norton for Mr. Karl Brown, Editor of Library Journal. The address of the Library Journal is as follows: 62 West 45th Street, New York 19, New York. We do not happen to have a copy of this editorial which we could send you.

In replying please address Miss Margaret C. Norton, Archivist, Illinois State Library, directly.

Yours very truly,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian

men:lk

WALTER B. SNOW & STAFF, INC.

ESTABLISHED 1907

STATLER BUILDING · BOSTON 16

HAROLD BUGBEE · PRESIDENT

A. S. McKENNA · TREASURER

May 17, 1945

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

We have Mr. Barrett's letter of May 15th and since he has suggested that we reply directly to you, this note will constitute our thanks both to him for the very interesting and useful information on microfilm and to you for your kind permission to use the material from your recent article.

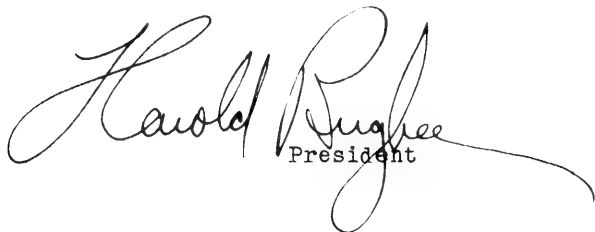
We are getting in touch with the LIBRARY JOURNAL with regard to the editorial which you wrote on the subject of maintaining original records on permanent record paper.

We shall see that you get copies of WESTON'S RECORD containing the excerpts from your article as soon as it is published.

Your cooperation is deeply appreciated.

Very truly yours,

WALTER B. SNOW & STAFF, INC.

  
President

HB:MM



*Miss Norton*

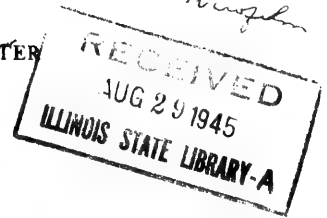
THE PHILADELPHIA BIBLIOGRAPHICAL CENTER  
AND UNION LIBRARY CATALOGUE

FINE ARTS BUILDING

University of Pennsylvania Philadelphia 4

Telephone: EVERGREEN 4050

Committee on Microphotography



25 August 1945

Dear Sir:

Editing on Supplement 4 (1945) of the Union List of Microfilms will start on or about October 15th, 1945. If you wish to have your holdings not previously reported included, please send your records on or before this date.

For your information, we are reprinting here from the "Notice to Institutions Owning or Producing Microfilms," p.iii of Supplement I (1942) the following directions:

- (1) Please report bibliographical corrections and items not included to the Philadelphia Bibliographical Center, Committee on Microphotography, Fine Arts Bldg., Univ. of Pennsylvania, Philadelphia 4, Pa. Additional locations and corrections reported for items listed in the main volume have been recorded but not listed in the Supplement.
- (2) Report promptly, preferably monthly or quarterly, on 3 x 5 cards, all films produced or accessioned. Correct information should be given on author, title, imprint, collation (and/or number of frames; for extensive works number of reels), location of original from which the film was made, whether master negative or positive; indicate as far as possible bibliographically important data, e.g. joint authors, attributed authors, compilers, editors, issues, etc.
- (3) Please inform the Committee of microfilming projects.
- (4) Collect and report information on films prepared for, and owned by individuals and private collections.

As the usefulness of the Union List of Microfilms and its supplements depends upon the cooperation of institutions, we hope that you will be able to comply with our request.

Very truly yours,

*John J. Heilemann*

John J. Heilemann, Chairman  
Committee on Microphotography

# THE NATIONAL MICROFILM ASSOCIATION

303 LEXINGTON AVENUE • SUITE 208-A  
NEW YORK 16, NEW YORK

CHARTER MEMBERS - NATIONAL MICROFILM ASSOCIATION as of September 10, 1945

AMERICAN OPTICAL COMPANY  
Scientific Instrument Division  
Buffalo 11, N. Y.

ANSCO  
Binghamton, N. Y.

BAUSCH & LOMB OPTICAL COMPANY  
Rochester, N. Y.

DIEBOLD, INCORPORATED  
Canton, Ohio

FEDERAL MFG. & ENGINEERING CORP.  
199-217 Steuben Street  
Brooklyn 5, N. Y.

FONDA MACHINERY CO., INC.  
8460 Santa Monica Blvd.  
Los Angeles 46, California

GLOBE-WERNICKE CO., THE  
Carthage Ave., Norwood 12  
Cincinnati, Ohio

GRAPHIC MICROFILM SERVICE, INC.  
7 Dey Street  
New York 7, New York

THE HALOID COMPANY  
2 Haloid Street  
Rochester, N. Y.

MATHIAS, A. H. & CO.  
319 Fifth Avenue  
Pittsburgh, Pa.

THE MICROFILM CORPORATION  
1051 Power Avenue  
Cleveland 14, Ohio

MICROSTAT CORPORATION OF PENNSYLVANIA  
643 Liberty Avenue  
Pittsburgh 22, Pa.

REMINGTON-RAND, INC.  
Photographic Records Division  
1 Atlantic Street  
Stamford, Conn.

ROGERS, H. A. & COMPANY  
815 Marquette Ave.  
Minneapolis 2, Minnesota

SOCIETY FOR VISUAL EDUCATION  
100 East Ohio Street  
Chicago, Illinois

UNIVERSITY MICROFILMS  
313 North First Street  
Ann Arbor, Michigan

YORK-MICROSTAT CORP.  
18 West 48th Street  
New York 19, New York

THE NATIONAL MICROFILM ASSOCIATION

303 LEXINGTON AVENUE • SUITE 208-A

NEW YORK 16, NEW YORK

*Return to  
man for  
active file.*

*Man may be the  
finger file*

October 22, 1945

*Old Sent copy to H.R.*

Secretary of State  
State of Illinois  
Springfield, Illinois

Dear Sir:

Our industry respectfully requests counsel from  
your office.

We are anxious to learn what laws of the State of  
Illinois are now in force which bear on microfilming, micro-  
photography or the general matter of photographic recording  
of documents.

Any attention awarded this letter will be appreciated.

Very truly yours,

*F. M. Morgan*

F. M. Morgan, President  
NATIONAL MICROFILM ASSOCIATION

FMM/en  
Encl.



**OFFICE MEMO.**

To: Miss Norton

Please reply to this  
letter & send me a carbon.

Signed Hopewell  
Date 24 Oct 41

THE NATIONAL MICROFILM ASSOCIATION  
303 Lexington Avenue ... Suite 208-A  
New York 16, New York

October 22, 1945

*Original  
in Active file  
w/ list of  
charts, numbers  
of a case.*

Secretary of State  
State of Illinois  
Springfield, Illinois

Dear Sir:

Our industry respectfully requests counsel from  
your office.

We are anxious to learn what laws of the State of  
Illinois are now in force which bear on microfilming, micro-  
photography or the general matter of photographic recording  
of documents.

Any attention awarded this letter will be appreciated.

Very truly yours,

s/ F. M. Morgan

F. M. Morgan, President  
NATIONAL MICROFILM ASSOCIATION

FMM/en  
Encl.

Miss.

October 25, 1945

Mr. F. M. Morgan, President  
National Microfilm Association  
305 Lexington Avenue  
Suite 208-A  
New York 16, New York

Dear Mr. Morgan:

Enclosed are copies of the Illinois State laws relating to microphotography, passed by the 1943 session of the General Assembly.

The 1944 session amended these and other laws relating to microphotography. Copies of these amendments will be sent to you as soon as the new Session laws are out.

Yours very truly,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian

men:lk  
Enc.

cc: Miss Rogers

*Misc.*

November 23, 1945

Mr. J. P. Mulvey  
Photostat Corporation  
185 North Wabash Avenue  
Chicago, Illinois

Dear Mr. Mulvey:

Please send information to Miss Margaret C. Norton, Archivist, Illinois State Library, concerning your Statfile. We are not contemplating the purchase of the accessory which would permit the use of this special paper, but Miss Norton has noticed in Greenwood's recent book on "Photography for Record Work" a recommendation that Statfile be used for making reduced size copies of large engineering drawings and maps.

Perhaps this is used in England, not in this country.

Yours very truly,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian

men:lk

*(National Microfilm Association)*

*Miss*

November 27, 1945

Mr. Eugene Power, President  
University Microfilms, Inc.  
Ann Arbor, Michigan

Dear Mr. Power:

We very much appreciated your coming to the meeting of the Society of American Archivists and answering questions put to you from the floor. This was one of the most stimulating sessions at the recent meeting of the Society.

While Mr. Morgan was President of the National Microfilm Association he very kindly sent us copies of the bulletins issued by your Association on the basis that this was an exchange between Societies. Now, as you know, I am no longer President of the Society of American Archivists, but I am still very much interested in securing copies of the bulletins. Is there any way by which we can make arrangements to receive copies of these very helpful writings? As State Archivist of Illinois it is necessary for me to keep abreast of the latest applications of microphotography, since I am called upon frequently to advise state departments concerning their microfilm problems in relation to records. We will be glad to pay for these bulletins or to exchange them for our own publication, Illinois Libraries.

Sincerely,

mcn:lk



# NATIONAL MICROFILM ASSOCIATION

303 LEXINGTON AVENUE • SUITE 208-A

NEW YORK 16, NEW YORK

—  
Murray Hill 6-4782

November 30, 1945

Miss Margaret C. Norton  
The Society of American Archivists  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of the 27th. There is one way in which we can be sure of getting the bulletins you wish and that is for you to apply for an affiliate membership in the National Microfilm Association.

This will cost \$5.00 a year and I will be very glad to sponsor you as a member. As you wish, you will automatically get our bulletin.

Incidentally do you have any ideas on how microfilm can best be used to serve abstracting companies. If you have, I would appreciate it if you will pass them on. I shall look forward to word from you.

Sincerely yours,

NATIONAL MICROFILM ASSOCIATION



Eugene B. Power

ehp:o

JUSTIN P. MULVEY  
SPECIAL REPRESENTATIVE OF  
**PHOTOSTAT CORPORATION**  
303 STATE STREET, ROCHESTER 4, N. Y.

**PHOTOSTAT**  
IS THE TRADE MARK OF  
PHOTOSTAT CORPORATION

December 11, 1945

185 N. WABASH AVENUE  
CHICAGO 1, ILL.  
TELEPHONE STATE 7310

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Our delay in answering Mr. Barrett's letter of November 23 was due to the fact that we were not familiar with the "Statfile" copying equipment. We are enclosing information received from our Rochester factory and we hope this will be of interest.

"Statfile" is made by Photostat Limited and was brought about during the period during which England was bombed, by a desire to protect valuable tracings. An adapter back was made for the PHOTOSTAT to which was attached a carrying device which was used to produce 6 1/2" x 4 3/4" film negatives.

Another projector attachment was created to attach to the front frame to project films back up to size.

Similar equipment manufactured by Photostat Corporation in the United States would be the Micro File PHOTOSTAT which involves a charge of \$600.00 additional to any model of the PHOTOSTAT to which it is attached or the Micro-film Enlarger might fulfill the function of making paper negatives from films.

We will be glad to furnish you with any information regarding the Micro File PHOTOSTAT if you are interested.

Very truly yours,



JPM:rs

*Miss*

December 18, 1945

Mr. J. P. Mulvey  
Photostat Corporation  
185 N. Wabash Avenue  
Chicago 1, Illinois

Dear Mr. Mulvey:

Thank you very much for the information on the "Statfile".

You say that similar equipment manufactured in this country would be the Microfile Photostat. If this is different from your Microfilm enlarger attachment with which we are familiar, we would like further information about it.

What we are particularly interested in is in finding out what the possibilities are for copying maps and large engineering drawings which are too large to be successfully reduced to the standard 35 mm. microfilm. Just at present we have no such problem here, but anticipate that it may arise in connection with the work of some of the State departments and we want to be able to make a recommendation as to possibilities. We are not contemplating an immediate investment in the equipment, but wish to be kept informed about such possibilities when and if needed.

If you have occasion to reply, please address Miss Margaret C. Norton, Archivist, Illinois State Library, directly.

Yours very truly,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian

mon:lk

## DESTRUCTION OF RECORDS

- § 1. When and what records may be destroyed.
- § 2. Petition for destruction--Hearing--Notice--Board members.
- § 3. Petition to Board.
- § 4. Investigation--Evidence.

(HOUSE BILL NO. 130. APPROVED JULY 18, 1945.)

An Act authorizing the destruction of records in county offices, and to provide for the determination of what records in said offices shall be destroyed.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

SECTION 1. When ten (10) years have elapsed since the transactions to which a record relates have been concluded, such record in a county office may be ordered destroyed as hereinafter provided except

- 1. A record relating to or affecting title to real estate;
  - 2. A record of judicial proceedings;
  - 3. A record of birth, adoption, marriage, or death;
  - 4. A record of chattel mortgages;
  - 5. A record relating to school districts;
  - 6. A record relating to the organization and incorporation of cities, villages, incorporated towns, sanitary districts, drainage districts or other public or quasi public corporations;
  - 7. A record of any paper instrument or document that any person or corporation is required to file for record;
  - 8. The record of an election for the adoption of optional form of government, optional election law, or upon a question of public policy or levying a special tax, or issuing bonds; and
  - 9. Any record the destruction of which would prejudice the rights of the public or of any person or corporation.
10. Original records created prior to 1870 may not be destroyed. If any county cannot provide adequate housing or storage space for such original records dated or executed prior to the year 1870, any county officer or clerk of a court may deposit such records in the Archives Department of the Illinois State Library. A photostatic or microfilm copy of each record so deposited shall be furnished to the county by the library.

§ 2. Whenever any county officer is of the opinion that any record or records in his office fall within the provisions of Section 1, and such records are not within the exceptions before enumerated and are obsolete and should be destroyed, he may file a petition with the county judge, setting forth the facts and praying that the judge enter an order creating a board to determine whether or not the records are obsolete and shall be destroyed. The county judge shall set the matter of the petition for hearing. The county clerk shall publish notice of the hearing once each week for three successive weeks in a newspaper of general circulation in the county, the first of which notices shall be published at least thirty days before the date of the hearing, and the county clerk shall mail a copy of such notice, by registered mail, to the State Librarian at Springfield. Such board shall consist

An Act to amend Section 9 of "An Act to revise the law in relation to recorders", approved March 9, 1874, as amended.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

The recorder, when recording at length instruments in writing in his office, may transcribe the same in handwriting or typewriting, or may make photographic or photostatic reproductions of such instruments, or may transcribe the same partly in handwriting or typewriting and make photographic or photostatic reproductions of the remaining portions of such instruments, provided, that every document shall appear spread upon the records in a complete and intelligible manner. When photographic or photostatic reproductions are used the recorder shall first be satisfied that such reproductions shall be as lasting and durable as handwritten or typewritten copies, and the reproductions shall be upon sheets bound together in well bound books, or placed in books which are permanently locked so that said sheets cannot be tampered with or removed. When instruments are reproduced by microphotography or otherwise reproduced on film, as hereinabove provided, the reproduction thus made shall be deemed the record for all purposes.

of the judge, the county officer filing the petition, the chairman of the county board, and two other county officers, appointed by the county judge.

§ 3. After the county judge has entered an order creating the board the county officer filing the petition shall file a petition with the board setting forth the facts, and praying that the board enter an order finding that the records are obsolete and should be destroyed, and authorizing the county officer filing the petition to destroy the records set forth in the petition.

§ 4. After the petition is filed the board shall investigate the matter, and may hear evidence, and may grant the prayer of the petition and enter an order authorizing the petitioner to destroy the records. The order shall be filed with the county clerk and recorded by him in a record provided by him for that purpose.

APPROVED July 18, 1945.

Miss.  
1916-1917

February 1, 1946

Mr. Eugene B. Power, President  
National Microfilm Association  
303 Lexington Avenue, Suite 208-A  
New York 16, New York

Dear Mr. Power:

While Mr. Morgan was still President of the National Microfilm Association he asked us for copies of amendments to Illinois microfilm acts passed by the General Assembly of 1945. We had already sent him other data. The Session Laws were late in coming out this year. We are sending you copies of the laws which mention this matter. They are:

- 1) An Act authorizing the destruction of records in county offices and to provide for the determination of what records in said offices shall be destroyed. Approved July 18, 1945. Ill. Session Laws 1945, p.627.

- 2) An Act to amend Section 9 of "An Act to revise the law in relation to recorders", approved March 9, 1874, as amended. Approved June 30, 1945, p.1208.

The second paragraph of this section is the only one which is of interest to you. The amendment was the addition of the last sentence. Incidentally, the Archives Department of the State Library disapproves this amendment and thinks the use of microphotography for recording instruments as important as those recorded in the office of a county recorder is pernicious.

- 3) An Act to amend Sections 2 and 4 of "An Act creating the State Records Commission and defining its powers and duties," approved July 23, 1943. Approved July 25, 1945, p.1211.

This amendment changes the wording of the State Records Commission Act to read "the Archivist of the Archives Division of the Illinois State Library" instead of "State Archivist".

So far I have not had an opportunity to discuss with Miss Rogers, the Assistant State Librarian, the affiliate membership in the National Microfilm Association. It was my understanding from Mr. Morgan that I could get a personal membership in order

H.B.Power, HMA  
2-1-46.

-2-

to receive your bulletin, but that there was no provision in your constitution for an institutional membership for the State Library. Is this correct?

You will be interested to know that I have just been elected Editor of the American Archivist, succeeding Professor Theodore C. Pease of the University of Illinois, who has found it necessary to resign because of the pressure of other work. I hope that our two associations can have a very close cooperation in the matter of publication of materials of interest to our members.

Sincerely,

Archivist

men:lk  
Enc.



# THE NATIONAL MICROFILM ASSOCIATION

303 LEXINGTON AVENUE • SUITE 208-A

NEW YORK 16, NEW YORK

February 20, 1946

Miss Margaret C. Norton  
Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Thanks indeed for your communication of February 1st furnishing copies of the amendments to Illinois State Laws pertaining to microfilm. These will help complete our legal file and I am sure will be of great assistance to the entire field at an early date.

With reference to membership in the National Microfilm Association, our Constitution does provide that institutions and concerns not commercially engaged in the business but who have their own microfilm departments, are definitely eligible for associate membership at the annual dues of \$50.00, with initiation fee of \$25.00. With reference to individual membership, our Constitution provides for same under the heading of affiliate membership, which is available to all persons who are interested or connected with microfilm activities on a non-commercial basis. This class of membership carries annual dues of \$5.00, with no initiation fee.

I am attaching herewith our membership application form in duplicate with the full membership provision eliminated and you may decide which membership you wish to apply for, either associate which would be available to the Illinois State Library, or affiliate membership, available to yourself.

Please accept my congratulations upon your election as Editor of the American Archivist. I am quite sure it will be a pleasure to work closely with you on all microfilm matters.

Most cordially,

NATIONAL MICROFILM ASSOCIATION



Wilfred L. Knighton  
Secretary

WLF/en  
Encl.



**State of New Jersey**  
**DEPARTMENT OF EDUCATION**

STATE HOUSE ANNEX  
TRENTON 7

DIVISION OF THE STATE LIBRARY,  
ARCHIVES AND HISTORY

ARCHIVES AND HISTORY  
BUREAU

February 21, 1946.

Miss Margaret C. Norton,  
Illinois State Library,  
Springfield, Illinois.

Dear Miss Norton:

We are seriously considering the installation of microfilm equipment to service this Bureau and other State agencies. I would very much appreciate your sending me any material you may have relating to microfilm equipment, standards and methods. An early conference with the State Purchasing Director is planned. Will you, therefore, send me the material as soon as possible.

With kindest personal regards, I am,

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Sidney Goldmann".

Sidney Goldmann  
Head

SG/MRI

0247

February 25, 1946

Mr. Sidney Goldmann, Head  
Department of Education  
Division of the State Library  
State House Annex  
Trenton 7, New Jersey

Dear Mr. Goldmann:

Miss Norton has recently written two articles on photography for State records; one on Photocopy work, the other on Microphotography. In these two articles she has tried to give the information which the archivist or department head should have on the subject of the various types of equipment on the market and the limitations for each type. These articles are to appear in the January and February issues, respectively, of Illinois Libraries. Unfortunately, Miss Norton has given out all of her own copies of the articles, but presumes these issues of Illinois Libraries will be coming out very shortly.

The best book on this subject which Miss Norton has found is H. W. Greenwood's Document Photography, Individual Copying and Mass Recording. The second edition was published in 1943 by the Focal Press of London and New York. This is the most up-to-date work on the subject.

A point which she endeavored to stress in the article on microphotography is that archival photography is somewhat different from library photography, in that it calls for quantity production. There is no one camera which will do everything which the State departments may need. We do not recommend purchase of a Leica or a Photorecord Camera for the only camera for an archival institution, unless costs must be kept to an absolute minimum, because both of these cameras are limited as to speed and do not hold up under quantity production. Both require manual placement of documents, manual focusing, and manual timing for exposures. The Archives Department of the Illinois State Library has a Recordak Model C, but this is not a portable camera. If we wanted to do much field work, we would buy one of their portable models. This type of camera is the best all around camera if you are to have

S. Goldmann  
2-25-46.

-2-

only one camera, because on this you can copy both bound and unbound materials up to a reduction ratio of 30 to 1, which is the maximum possible reduction with available fine grain films now on the market. The focusing and timing are semi-automatic, but the placement is still manual. Where copying of large quantities of documents of limited size is involved, we recommend going to one of the specialized high-speed cameras, such as those put out by Recordak, Remington-Rand, etc. The operation of these cameras is completely automatic, but even the largest of these will not take documents wider than 10½ inches wide and cannot be used for unbound or fragile materials.

We are sorry that we are unable to send you a copy of Miss Horton's papers at the moment.

Yours very truly,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene E. Rogers  
Assistant State Librarian

mem:lk

1108 South Second Street  
Springfield, Illinois  
March 19, 1946

Mr. Wilfred L. Knighton, Secretary  
The National Microfilm Association  
303 Lexington Avenue  
Suite 208-A  
New York 15, New York

Dear Mr. Knighton:

Enclosed please find my check for five dollars (\$5.00) for annual dues for affiliate membership in the National Microfilm Association.

I would prefer to have had this membership paid for by the State, but it is not possible for the State Library to pay individual memberships, and of course, we cannot afford the high dues for associate membership.

We are particularly interested in getting copies of all bulletins issued by the Association and also advertising literature issued by your members. It is possible that we may from time to time seek your permission to reprint some of your bulletins either in full or in part, in either the Illinois Libraries or The American Archivist.

Sincerely,

(Miss) Margaret C. Norton

men:lk  
Enc. (check)

APPLICATION FOR MEMBERSHIP  
*in the*  
***National Microfilm Association***

Name: (Miss) Margaret C. Norton

Address: 1105 South Second St., Springfield, Illinois

Engaged in business of microfilm service, etc., for ..... years.  
full

The undersigned hereby applies for associate membership in the NATIONAL MICROFILM  
✓ affiliate  
ASSOCIATION, and, if elected to membership, agrees to abide by and conform to the Constitution  
and By-Laws of said Association, as now constituted and as hereafter amended.

Check for \$ 5.00 ..... for initiation fee is herewith enclosed.

Dated Mar. 19, 1946 .....

Recommended for membership

By Eugene Power .....

Archivist ~~Dept~~  
Firm. Illinois State Library

By .....

Authorized to Sign

April 23, 1946

*Miss  
microfilm*

Mr. Eugene B. Power, President  
~~University Microfilms~~  
615 North First Street  
Ann Arbor, Michigan

Dear Mr. Power:

A copy of your bulletin entitled, "University Microfilms: A Microfilm Service Organization Devoted to Filling the Needs of Scholars and Libraries, Ann Arbor, 1945", has come to our attention. If possible, we should like another copy of this for our Archives technical file.

Please address the same to Miss Margaret C. Horton, Archivist, Illinois State Library.

Very truly yours,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian

men:lk

May 7, 1946.

Sent Reprint of "Photography for State Records" from Illinois Libraries, February and March 1946, to the following:

Hon. Dwight H. Green, Governor, 207 Capitol Bldg., Springfield  
Hon. Hugh W. Cross, Lieutenant Governor, 318 Capitol Bldg., Springfield  
Hon. George F. Barrett, Attorney General, Supreme Court Bldg., Springfield  
Hon. Conrad F. Becker, State Treasurer, Capitol Bldg., Springfield  
Hon. Arthur C. Lueder, Auditor of Public Accounts, Capitol Bldg., Springfield  
Hon. Arnold P. Benson, Director, Dept. Agriculture, Capitol Bldg., Springfield  
Hon. Livingston E. Osborne, Director, Dept. Conservation, Capitol Bldg., Springfield  
Hon. Mark A. Saunders, Director, Dept. Finance, Capitol Bldg., Springfield  
Hon. N. P. Parkinson, Director, Dept. Insurance, Capitol Bldg., Springfield  
Hon. Robert L. Gordon, Director, Dept. Labor, Capitol Bldg., Springfield  
Hon. Robert M. Medill, Director, Dept. Mines & Minerals, Capitol Bldg., Springfield  
Hon. Roland R. Cross, M.D., Director, Dept. Public Health, Capitol Bldg., Springfield  
Hon. Vernon L. Nickell, Supt. Public Instruction, Centennial Bldg., Springfield  
Hon. T. P. Sullivan, Director, Dept. Public Safety, State Armory, Springfield  
Hon. Cassius Poust, Director, Dept. Public Welfare, Capitol Bldg., Springfield  
Hon. Walter A. Rosenfield, Director, Dept. Public Works & Bldgs., Capitol Bldg.  
Hon. Frank G. Thompson, Director, Dept. Registration & Education, Capitol Bldg.  
Hon. Paul C. Rosenquist, Director, Dept. Revenue, 513 Illinois Bldg., Springfield  
Brig. Gen. Leo M. Boyle, Adjutant General, The Chief of Staff, Military & Naval  
Department, State Armory, Springfield  
Hon. Robert Dewey, Director, Dept. Aeronautics, 503 South 7th St., Springfield  
Mr. Robert L. Hunter, President, Civil Service Commission, State Armory, Springfield  
Mr. John D. Biggs, Chairman, Ill. Commerce Commission, 111 Centennial Bldg., Spfld.  
Hon. Earle B. Searcy, Clerk of the Supreme Court of Ill., Supreme Court Bldg., Spfld.  
Mr. Charles J. Fleck, Chairman, Ill. Liquor Control Commission, 410 Centennial Bldg.  
Mr. Edward L. Ryerson, Chairman, 160 N. LaSalle St., Chicago, Ill. Public Aid Comm.  
Mr. Aubrey J. Holmes, Secretary, Teachers' Retirement System of Illinois, Centennial  
Bldg., Springfield  
Mr. Jay Monaghan, Librarian, Ill. State Historical Library, Centennial Bldg., Spfld.  
Mrs. Belle P. White, Clerk, Court of Claims, 215 Capitol Bldg., Springfield  
Mr. R. B. Downs, Librarian, University of Illinois Library, Urbana, Ill.  
Mr. Jerome Finkle, Secretary, Legislative Reference Bureau, Capitol Bldg., Spfld.  
Mr. Luther Black, Secretary, State Teachers' Examining Board, Centennial Bldg., Spfld.  
Mr. Ernest J. Simon, Director, Board for Vocational Education, 216 E. Monroe, Spfld.  
Mr. Temple McFayden, Chairman, State Housing Board, 105 S. LaSalle, Chicago  
Mr. Homer G. Bradney, Administrator, Ill. Veterans' Commission, 223 E. Monroe, Spfld.  
Mr. S. C. Bernstein, Commissioner, Div. of Unemployment Compensation, Merchandise  
Mart, Room 300, Chicago, Ill.  
Mr. Fleming, Div. of Unemployment Compensation, 412 S. 5th St., Spfld.  
Mr. L. C. Cortright, Secretary, State Employees' Retirement System, 3rd Flr., Elks Bldg.  
Spfld.  
Mr. J. F. Isakoff, Director of Research, Ill. Legislative Council, 3rd Flr., Capitol  
Bldg., Springfield  
Hon. Edward J. Barrett, Secretary of State, Capitol Bldg., Springfield



RECORDAK CORPORATION  
Executive & Sales Offices - 350 Madison Avenue New York

Chicago Office  
Zone 2

137 North Wabash Avenue  
Tele.: CENTRAL 9092

June 28, 1946

Miss Helene M. Rogers, Librarian  
Illinois State Library  
Springfield, Illinois

Dear Miss Rogers:

You have been a user of Recordak for a considerable length of time.

We are anxious to bring our records up-to-date regarding the particular use which you make of your equipment. We will, therefore, appreciate advice from you as to what particular purposes Recordak is being used for in your office and any other comments which you might wish to make concerning the usefulness of microfilming in your organization.

This information is being secured only for our own records and is not to be used for advertising purposes.

Thank you for your continued interest in Recordak.

Yours very truly,

s/ Alfred Macdonald

Alfred Macdonald  
Midwest District Manager

AM:gm

July 3, 1946

*Original sent to  
Miss Rogers  
7-18-46*

Mr. Alfred Macdonald  
Midwest District Manager  
Recordak Corporation  
137 North Wabash Avenue  
Chicago 2, Illinois

Dear Mr. Macdonald:

The State Library uses its Recordak camera for practically all the uses to which microphotography can be applied to records.

1) We use it to secure insurance copies of valuable records. We have copied the more important of the early State records, also all of the bound records of Alexander and Pulaski Counties. The copies of State records were made partly as a war measure, but largely so that we might be able to reproduce records which for some reason might become lost or mutilated. We copied the records of the two counties mentioned as insurance files so far as the counties were concerned and as a project to demonstrate the cost and illustrate the problems encountered. A full description of this project is to be found in Illinois Libraries for June 1945. The Alexander County records were copied because the county officials have been worried over the fact that their court house is not fireproof. The Pulaski County records were copied because their records went through the flood of 1937, and while they apparently came through all right, the ink is now beginning to fade and some of the records may have to be reproduced later for county work. If we had had the equipment we would have used infra-red ray and ultra-violet ray photography for these records.

2) We use the camera to reproduce records in the Archives for the use of patrons. For instance, last summer a patron from another state spent two days in the Archives. He indicated the documents which he wished copied. We sent him a film of these records which only cost two or three dollars. He said that this film saved him hotel expenses of at least two or three weeks and furthermore, that the film reproduced the entire documents in which he was interested rather than notes from the documents which he would have had otherwise to have taken by longhand.

3) We are making microfilm copies of documents borrowed from other institutions and purchasing films from them. These films represent copies of documents the originals of which we cannot procure for the State Archives. For instance, we have purchased from the Federal Government films for early Illinois censuses, and these are in practically constant use.

- 4) The State Library also purchases the New York Times and perhaps some other newspapers on film.
- 5) The Illinois State Historical Library, which has the State's newspaper collection, is substituting microfilm copies of newspapers for the originals, partly because the originals are going to pieces and partly to conserve space.
- 6) We use the Recordak for making slides for illustrated lectures. Just last week a man from the Division of Sanitary Engineering had a number of photographs copied to make slides for a lecture he is to give in the near future. We also made slides a couple of years ago for the use of a course on the history of art given in connection with the Community School for Adult Education.
- 7) Although we have not made extensive use of the process, we have copied coins and other embossed objects to be enlarged onto catalog card sizes for our reference file.
- 8) While we are not doing the work ourselves, we are encouraging State departments to reproduce on microfilm appropriate records, the originals of which are to be destroyed. Under the State records law State departments are required to get the approval of the State Records Commission, of which the State Archivist is Chairman, prior to the destruction of any original records so microfilmed. In many cases the departments are hesitant about destroying the original records but are housing the original records in the State Archives, but using microfilm copies for office use. The Adjutant General, for instance, is doing this with certain World War I records. The Division of Vital Statistics is experimenting along the same line. The State Archives through its consultant service is trying to influence State departments to make proper use of microphotography and record work and to discourage its use where unsuitable.

At present we think of no other applications of the process at the present time. However, if we have forgotten some you can be fairly certain that the Illinois State Library is making the applications.

We are enclosing the most recent bulletin issued by the State Library on the subject of "Photography for State Records". The attempt has been made in this bulletin to point out the different types of equipment on the market and to explain as clearly as possible both the weak and the strong points of the various processes. We would like to have been able to have named the Recordak specifically as a recommended camera, but that would have involved naming some other cameras which we could not recommend as strongly. Therefore, we omitted the name.

Very truly yours,

SECRETARY OF STATE AND STATE LIBRARIAN

Signed by -  
Helene H. Rogers  
Assistant State Librarian  
mcn:lk      Enc.

LEGISLATIVE LIBRARY  
Archives Division

REFER TO FILE

Regina, January 29, 1947.

Miss Margaret C. Norton,  
State Archivist,  
Archives Building,  
Springfield, Ill.

Dear Miss Norton:

We are considering the purchase of a microfilm camera for photographing various types of archival material, including newspapers.

I have read with a great deal of interest Mr. Blood's valuable article in the June, 1945 number of Illinois Libraries on this subject.

We feel that portable equipment would be of great value to us, although as far as my information goes such equipment does not possess those automatic features which permit rapid work.

I have been wondering whether your institution has had any further experience with portable equipment since Mr. Blood's article was published, and I would be glad to have your general reaction to the use of such equipment. I would also like to know whether you have found the Model C1 Recordak a satisfactory instrument.

Yours sincerely,

*Lewis H. Thomas*

Lewis H. Thomas  
Executive Assistant

February 3, 1947

8.4.7.2  
microfilm

Mr. Lewis H. Thomas  
Executive Assistant  
Archives Division  
Legislative Library  
Province of Saskatchewan  
Saskatoon, Saskatchewan, Canada

Dear Mr. Thomas:

Enclosed is a copy of an article published last year entitled, "Photography for State Records." We hope that this may help you somewhat in deciding upon microphotography equipment.

Our experience here indicates that for copying newspapers you would find more satisfactory the very expensive Recordak Model "C" or a similar camera. We have not found the portable machine satisfactory for microfilming large pages, although theoretically we do not see why it could not be used for that purpose. You may find it cheaper to send your newspapers directly to the Recordak Company in Rochester, New York, for copying purposes. They are equipped to do this precision work. The Recordak Model "C", which we have, can be operated by anyone after a little practice. As Mr. Blood pointed out in his article, we found that it is not safe to try to copy materials as fast as one can turn the pages, because there is a slight movement of the paper as the hand is withdrawn. In other words, a few seconds must be allowed for the paper to stabilize itself. This Recordak model is very satisfactory for bound volumes. We would not recommend it used for copying very bulky materials, which are unbound and of a uniform size, where speed is essential for such materials for instance, checks and correspondence files. The automatic machines which takes the pictures as fast as the documents can be fed through the machine are more satisfactory. Such records can be taken on the model "C", but the process is slow. We recommend that the microfilms be sent into the company for development.

Very truly yours,

SECRETARY OF STATE AND STATE LIBRARIAN

Library  
EJB:MCN  
fo  
Encl:

16 May 1947

64-2  
Microfilm

Mr. Vernon D. Tate, Secretary  
National Microfilm Association  
The Library  
Massachusetts Institute of Technology  
Cambridge, Massachusetts

Dear Mr. Tate:

I have read the two recent communications on the subject of the reorganization of the National Microfilm Association sympathetically. As you know, I have had a personal membership in that Association for the past year. It was formally beneficial for both the user and the manufacturer of microfilm photographic equipment to keep in close contact with one another. The archivist was anxious to get equipment suitable for his needs and was experimenting with applications of the process. The manufacturers needed to know what equipment was wanted and what problems had to be met by the persons using the equipment. The industry has now, I feel, solved most of the technical problems so far as the consumer is concerned. Equipment is now either on the market or exists in engineering models for doing almost any type of microfilm photography. The war experience of the government has given both the manufacturer and the archivist experience with almost every possible application and also with the limitations of the process.

It seems to me that from now on there will be no more reason for a consumer to belong to a manufacturing association for microfilm equipment than for him to belong to a trade organization of filing equipment manufacturers. For that reason, therefore, I am not renewing my membership in the Microfilm Association.

As a member of the Technical Committee for the American Archivist, I shall expect you to keep us in touch with all significant new developments in the field of microphotography.

Sincerely

NON:mv

- A ✓ -

MASSACHUSETTS INSTITUTE OF TECHNOLOGY  
CAMBRIDGE 39, MASSACHUSETTS

May 21, 1947

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

In reply to your letter of May 16th I can appreciate your position with respect to the reorganization of the National Microfilm Association. Frankly I do not know what the outcome will be of the proposed New York meeting but will attend and help out as much as possible. While it is true that much has been achieved in the field of documentary reproduction, and particularly microphotography, almost as much remains to be done in tailoring the various techniques to the job. Through a trade association the consumer can have a voice, perhaps a compelling voice. You appreciate as I do that academic and scholarly microfilm is really the tail that has been wagging the dog, for the bulk of profits in which all commercial concerns are interested exists in commercial and industrial applications. We in the scholarly fields, therefore, face the possibility of having manufacturers concentrate their efforts on equipment, techniques and supplies intended for commercial applications with only incidental reference to archival and library needs. To combat this tendency I have tried to maintain the closest possible contacts with producers of all types and I do feel that consumers can protect their own interests by membership more adequately than by unorganized activities.

Are you, by the way, intending to publish my American Historical Society paper in the American Archivist, and if so when will it appear? I should like to secure a few reprints and would appreciate a reprint schedule.

Cordially,

*Vernon D. Tate*

Vernon D. Tate

VDT/jl

May 26, 1947

Dr. Vernon D. Tate, Librarian  
Massachusetts Institute of Technology  
Cambridge 29, Massachusetts.

Dear Dr. Tate:

Your article entitled "From Binkley to Bush" is appearing in the July issue of The American Archivist which went to press several weeks ago. You should be receiving galley proof very soon now. This proof is to be returned to me instead of to the publisher.

I am very much interested in your comments about the microfilm industry still needing close attention from those of us who represent academic and scholarly interests. Personally my own problem is having to knock certain firms who are misrepresenting, through the ignorance of their sales force rather than chicanery, the applicability and limitations of their own machines. I don't have to name names to you, but when I hear of a company telling a State department that they cannot microfilm bound records or that every type of record is suitable for copying (destroying the original) I feel it my duty to intervene. Such practices are of course in the long run harmful to the companies, but there is certainly need for the companies to police each other.

If it is desirable for the consumer to belong to the National Microfilm Association, then some inducement should be given for non commercial institutions such as libraries to belong. Now the only way to get representation is for individuals to pay dues out of their own pockets. I cannot see that my name attached to your membership list as an individual has any force - it merely says I sympathize with the objectives of the Association. If I say, as an individual, that I deplore certain commercial practices or that I would like to see certain types of machines produced, it means nothing to a commercial member. But if we were to say, "The Illinois State Library won't stand for that," or "The Illinois State Library needs thus and so" and if there were a dozen or so large libraries saying the same thing something might be accomplished. But no library can afford or get its money's worth out of the large dues now in force.

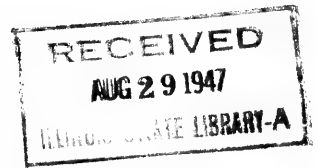
Sincerely,

Archivist



COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF REVENUE

FRANKFORT  
August 27, 1947



State Librarian  
Springfield  
Illinois

Dear Sir:

If you have such a law in your state, we would like to have a copy of the statute which allows the use of micro-photography for public records and establishes prints of such records as valid evidence in the courts.

Very truly yours,

A handwritten signature in cursive script that reads "Mary Shadow".

(Miss) Mary Shadow  
Division of Research

/mas

# YORK MICROSTAT CORPORATION

MANUFACTURERS OF MICROFILM - BY-MICROSTAT CAMERA-PROJECTORS, PRINTERS, AND READERS

*Microfilm-by-Microstat*

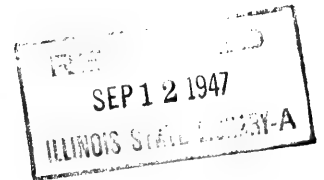
A SERVICE FOR THE PROTECTION, COMPRESSION, AND DUPLICATION OF ALL VITAL RECORDS

NATIONAL HEADQUARTERS: 132 WEST 43rd STREET, NEW YORK 18, N. Y. BRYANT 9-0680

September 10th, 1947.

Illinois State Library,  
Springfield, Illinois.

Gentlemen:-



On March 8th, 1945, your office was kind enough to forward to us copies of two Illinois Acts relating of micro-filming of records.

As we are very anxious to keep up to date our files on this subject, we should greatly appreciate your advice as to whether any new legislation on this subject, whether relating to State, County, City or Municipality or corporate records, has been enacted in the interim.

In the event that new legislation has been enacted, would you be kind enough to forward copies of any such acts?

Thanking you for your courtesy, we are,

Very truly yours,

YORK MICROSTAT CORPORATION,

*J. P. Durkin*  
J. P. Durkin.

JPD/L

September 17, 1947

Mr. J.P. Durkin  
York Microstat Corporation  
132 West 43d Street  
New York 18, N.Y.

Dear Mr. Durkin:

There have been no changes in the Illinois laws with respect to microphotography since the acts of which we sent you copies in 1945.

Sincerely,

MARGARET C. NORTON  
Archivist

September 17, 1947

Miss Mary Shadow  
Division of Research  
State Department of Revenue  
Frankfort, Kentucky.

Dear Miss Shadow:

Your request of August 27th for a copy of the statutes allowing the use of microphotography for public records for some unknown reason has only just now reached my desk. We are sorry for the delay in replying.

Enclosed are copies of the laws affecting State and county records, respectively. These acts were not sponsored by the Illinois State Library and represent to a certain degree a compromise between what the proponents introduced and we were insisting upon. They should not be considered our idea of model acts.

Sincerely,

MARGARET C. NORTON  
Archivist



*Handwritten:*  
The  
Microfilm

GLOBE FURNITURE AND STATIONERY COMPANY  
168 WEST MONROE STREET • CHICAGO 3 • TELEPHONE CENTRAL 8410

November 24, 1947

**RECEIVED**

NOV 25 1947

THE DEPARTMENT OF  
PUBLIC SAFETY

State of Illinois  
Department of Vital Records  
Springfield, Illinois

Gentlemen:

We are entering into the business of microfilming of office records, such as: checks, vouchers, time cards, copies of billings from which ledger postings are made, orders, and many other forms generally used in commercial offices.

Please give us all information of what the State of Illinois will accept as evidence or proof of any "reproduction" of an original which is disposed of to save space.

We are particularly interested in giving our customers the correct information, and need specific evidence that we can give our customers as to the ruling for Illinois.

We will appreciate complete information.

Thank you.

Very truly yours,

GLOBE FURNITURE AND STATIONERY COMPANY

*J. K. Martin*  
J. K. Martin

JKM: jk



STATE OF ILLINOIS  
DWIGHT H. GREEN, GOVERNOR  
DEPARTMENT OF PUBLIC HEALTH  
SPRINGFIELD

ROLAND R. CROSS, M. D.  
DIRECTOR

ADDRESS ALL CORRESPONDENCE TO THE DIRECTOR

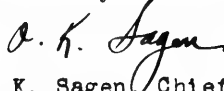
November 26, 1947 -

Miss Margaret C. Norton  
State Archivist  
2nd Floor West, Archives Building  
Springfield, Illinois

Dear Miss Norton:

Enclosed is a letter to which I am unable to make a competent answer. Would you kindly give Mr. Martin of the Globe Furniture and Stationery Company the information that he requests.

Yours very sincerely,



O. K. Sagen, Chief  
Division of Vital Statistics  
and Records

enc.

cc Mr. Martin

November 29, 1947

Mr. J.K. Martin  
Globe Furniture and  
Stationery Company  
168 West Monroe St.  
Chicago, Illinois.

Dear Mr. Martin:

Your letter addressed to the Department of Vital Records of the State of Illinois has been referred to the Archives Department of the Illinois State Library for a reply. We are enclosing literature which we think will answer your question as to what the State of Illinois will accept as evidence or proof of any reproduction of an original which is disposed of to save space.

You will note in these laws that before any State official may substitute microfilm copies for originals he must secure permission from the General Assembly (preferably on recommendation of the State Records Commission) for the destruction of the originals, and before the microfilm copies can be used as a substitute the aforesaid State Records Commission must approve the quality of the film reproductions. The State Records Commission requires evidence of the quality of the film stock and of the processing, also proper certification on the film to the effect that the film is a true and complete copy of the original, also assurances that the film has been checked for omissions and imperfect copies, and that proper corrections have been made. These corrections should be made on a separate film, labelled as such, since the courts will not accept spliced film. There is nothing in the law which prohibits any department from taking any copies of records for office use, which does not conform to proper standards of quality. The act refers to records intended to be used as a substitute for disposed of originals - that is, so far as the State Records Commission is concerned. However, it is poor economy for a department to make sloppy and uncertified copies for sometime it might later decide to dispose of the originals.

It should be noted that records experts are agreed that the cost of storage is no more than the cost of microfilming unless a record is to be kept for more than five years, therefore recommend that microfilming should not be employed for short-lived records. Also they recommend that records which have ceased to have any value be destroyed not microfilmed, though it is sometimes valuable to have a copy of something just in case a value should develop later. The two best uses for microfilm in a government office are: 1) as insurance in case of loss or tampering with originals; and 2) as a substitute for office use of a fragile original or one easily tampered with; and 3) for closed card index files which can easily get out of

of arrangement.

Microfilm companies in the past have done the industry much harm by overselling their product - by recommending it for impracticable uses and for copying documents for which their equipment is not adapted as well as by failing to impress the people who are to use the machines with the necessity for proper preparation of copy and good work. You and their fellow officials hear little about the good results obtained, but there is an increasing feeling among officials that microphotography is impracticable and of too poor quality for these purposes. There is plenty of suitable work to keep all of you busy.

The Archives Department of the Illinois State Library has had long experience with microphotography as applied to record keeping and is in constant communication with others who are using it. We will be glad at any time to consult with your representatives and to cooperate with you in helping to get satisfactory applications to government record work.

You are doubtless familiar with the standard legal text entitled 'Admissibility in Evidence of 'Recordak Film Picture Records' issued by the Recordak Corporation.

Sincerely,

MARGARET C. NORTON  
Archivist



THE NATIONAL MICROFILM ASSOCIATION

303 LEXINGTON AVENUE • SUITE 208-A

NEW YORK 16, NEW YORK

Murray Hill 6-4782

*7/10/48*  
*in microfilm*  
Address reply to:  
19 Lafayette Ave.  
Hingham, Mass.

March 21, 1948

Miss Margaret C. Norton  
Illinois State Library  
1105 So. Second Street  
Springfield, Illinois

Dear Miss Norton:

In connection with the publication of MICRO-NEWS, an information bulletin for the members of the National Microfilm Association of which the initial copy will be forwarded to you shortly, it is desired to assemble as complete information as possible on available microfilm equipment (new or old) and services. Accordingly, will you supply the undersigned with a listing indicating prices of all equipment that you have available for sale and any services that you offer. Descriptive folders and other publications are particularly useful.

The National Microfilm Association will use the collected information to reply to inquiries received from a wide variety of sources, and will abstract certain of the information for inclusion in future copies of MICRO-NEWS. Press releases, newspaper clippings, special news notes, briefs of completed projects and other communications are welcomed and will contribute materially to the coverage and utility of the publication.

Sincerely yours,

*Vernon D. Tate*  
Vernon D. Tate  
Executive Secretary

VDT:km

JAMES BREWSTER  
State Librarian



HAROLD S. BURT  
Examiner

CONNECTICUT STATE LIBRARY  
OFFICE OF  
EXAMINER OF PUBLIC RECORDS  
HARTFORD, U. S. A.

May 27, 1948

Miss Margaret C. Norton  
Archives Department,  
Illinois State Library,  
Springfield, Illinois

Dear Miss Norton:

I am under the impression that when I last talked with you, the State of Illinois had passed a law which allowed the microfilming of current records in local offices. Would you be willing to write me, giving your experience with this law and an idea whether or not it was working out satisfactorily. The State Legislature in 1947 passed a law which would allow such microfilming in Connecticut and we are now confronted with the possibility of some of the offices going in for microfilming. We had a feeling that you did not particularly favor this method of recording permanent records, but would be glad to get your reaction after these few years of experience with your own Illinois law. Enclosed we are sending you a copy of the new Connecticut law, and I am planning to ask the Attorney General for an opinion which, I hope will give us a working basis for the operation of the law.

Thank you very much for your opinion and kind personal regards from both Mrs. Burt and myself.

Sincerely yours,

Harold S. Burt  
Examiner of Public Records.

HSB/imm  
encl.

superior court having criminal jurisdiction then in session or next to be held in and for the county where such bond is required, to answer to the bench warrant and information filed in such case; and on his failure to enter into such recognizance or if the offense charged in such bench warrant and information is not bailable, such clerk or assistant clerk shall issue a mittimus committing such person to the jail in such county until he is discharged by due course of law.

S. 6461

Sec. 14401. Section 6461 is repealed.

## CHAPTER 335.

## Trial and Proceedings after Conviction.

S. 6514

Sec. 14411. Assistance of paroled or discharged prisoners. The Connecticut Prison Association and said board of parole shall make all reasonable efforts to secure employment for any convict paroled or discharged from the State Prison, and said prison association shall assist prisoners discharged from the Connecticut Reformatory and the county jails.

## TITLE LXI.

## PROVISIONS OF GENERAL APPLICATION.

## CHAPTER 340.

## Legal Holidays and Standard of Time.

- S. 6566

Sec. 14421. Standard of time. The standard of time for the seventy-fifth meridian west of Greenwich shall be the standard of time for this state, except that the standard of time of this state shall be one hour in advance of such established time from one o'clock ante meridian on the last Sunday in April until two o'clock ante meridian on the last Sunday in September. Effective April 23, 1947.

## CHAPTER 340a.

## Official Records and Copies.

**Sec. 1443i. Photographic reproduction of documents.**

Any officer of the state or any political subdivision thereof and any person, corporation or association required to keep records, papers or documents may cause any or all such records, papers or documents to be photographed, microphotographed or reproduced on film. Such photographic film shall conform to standards specified in section 280e, and the device used to reproduce such records on such film shall be one which accurately reproduces the original thereof in all details. Effective July 3, 1947.

**Sec. 1444i. Reproductions to serve purposes of originals.**

Such photographs, microphotographs or photographic film shall for all purposes be considered the same as the original records, papers or documents. A transcript, exemplification or certified copy thereof shall for all purposes be deemed to be a transcript, exemplification or certified copy of the original. Effective July 3, 1947.

**Sec. 1445i. Disposition of original documents.** The original records, papers or documents kept by a public officer and so reproduced may be disposed of in such manner as may meet the approval of the head of the state agency or political subdivision in charge thereof, the attorney general and the examiner of public records. All other original records, papers or documents so reproduced may be disposed of at the option of the keeper thereof. Effective July 3, 1947.

June 3, 1948

Mr. Harold S. Burt  
Examiner of Public Records  
Connecticut State Library  
Hartford, Connecticut.

Dear Mr. Burt:

Since our Illinois law gives the Archives Department no jurisdiction over the use of microfilming of county records and since we have not had a field visitor for several years, I cannot tell you too much about Illinois experience with microfilming of county records. The act authorizing its use was passed over our protests.

We are under the impression that microphotography is little used in county record work except in Cook County (Chicago). Some of our downstate counties have had microfilm copies made of their records as insurance against loss of the original records, but not as a substitute for keeping the originals.

In Cook County the Auditor uses microphotography extensively, but I am not sure for what purposes. I am under the impression that he does use it as a substitute for bulky originals - perhaps keeping a record of warrants issued on microfilm, perhaps some other records kept that way. The Probate Clerk and I think possibly the Circuit and Superior Court Clerks of that county use it to prevent loss of originals from the files. As I understand it, no document is considered filed until it has been microfilmed. The original document and the master copy of the film are then filed for permanent preservation, but only the positive film copy is produced for public use. This prevents tampering with the original files, which had been a major problem in the courts.

I am not familiar with the types of records kept in Connecticut counties, but am absolutely opposed to microphotography as a substitute for originals in the case of the types of records so kept in Illinois. The county records of Illinois are the documents which protect the rights of property and citizenship of individual citizens, and in my estimation such records should be preserved on the best type of record paper. Theoretically microfilm can be relatively permanent - 50 years seems the maximum time now claimed for it - but there are "ifs" attached to its use. Chemical residues left in the emulsion from improper developing will cause eventual blackening of the image, improper focusing or timing of exposures might make the document illegible; careless handling or too much heat in storage places might cause the film to

break; scratches on emulsion, even very tiny ones, may obliterate a signature or other vitally important phraseology in a documents; too much dampness might cause the film copy to mildew and destroy the writing. Most archivists now feel that microphotography should be substituted for original documents only in the case of routine "housekeeping" records - accounts and the like, which are very bulky but of only theoretical value after a certain period of time. Microfilm is not considered safe, at least in its present state of development, for the keeping of important records.

For a further discussion of this subject I would suggest that you write to Mr. Daniel Noll of the National Archives. He has written along these lines for the July number of The AMERICAN ARCHIVIST but I do not have a copy at hand.

I do not like your Connecticut photography law. It seems to me that some standards should be called for. We wrote into our county law a provision that no original county record created prior to 1870 might be destroyed and that we would care for such records here if the counties could or would not. I am not a lawyer, but I would try to get an interpretation of your law which would presume an implication that the copies should not only be as accurate but as lasting as the originals, and that cannot be established in the case of microphotography.

I understand that in New York State many of the county records made on photostat machines, particularly deed records, are becoming illegible through blackening, and that the State record inspectors have found it impracticable to compel the counties to go to the expense of recopying them before it is too late. Photographic copies can be permanent if properly made, but there are too many chances that they will not be permanent.

The Editorial Board of the AMERICAN ARCHIVIST referred your first draft of the manual for local officials to the Committee on Local Records since there were no funds available for publishing it, and we thought further work on it might be done while we were waiting. So far as I can ascertain, however, nothing more has been done on it, which I think a great pity.

Sincerely,

MARGARET C. NORTON  
Archivist

PHOTO  records  
(N.Z.) LIMITED

JUL 26 1948

records

15th July 1948.

The Librarian,  
Illinois State Library,  
SPRINGFIELD. ILL. U.S.A.

Dear Sir,

Our firm, here in New Zealand, has inaugurated a complete and modern microfilming service to serve the entire country.

We are the sole commercial microfilm organization in New Zealand. Because of this we are attempting to give our clients the best possible access to overseas facilities.

Among the interested parties are the various libraries. We have had several consultations with the Librarians of many of the institutions and have received whole-hearted approval of our proposal to organize a Central Procurement Bureau for the purpose of obtaining copies of overseas literature. The service will be available to all libraries, researchers, and students.

We feel this service would be invaluable to New Zealand. This is an out-of-the-way country with long distances to the world's repositories of valuable information. Microfilming will make available literature and references otherwise unobtainable.

Would you kindly post to us information as to your charges; blank forms for ordering; method of procuring information; and any other data you may deem necessary?

If we can be of any service to you, here in New Zealand, please feel free to call upon us.

Sincerely,



MICHAEL A. LORD.  
Director.

MAL/mei

August 25, 1948

Mr. Michael A. Lord, Director  
Photo Records, (N.Z.) Ltd.  
Hutchinson, Elliffe, Cameron & Co.  
Premier Bldgs.  
Dunham St.  
Auckland, New Zealand.

Dear Mr. Lord:

The following is a reply to your letter of 15th July inquiring about our charges, etc. for microfilming.

The microfilm laboratory of the Illinois State Library is under the direction of the State Archives Department, as Division of the Illinois State Library. We do no commercial work, but limit our services to making copies of records and books in the Illinois State Library (observing copyright regulations), also to making microfilm copies of records we wish for our files. Occasionally we copy material brought in to us from another governmental agency, but we do not do such large scale microfilm work as would be involved in copying a file which was to be discarded by another agency, etc.

Our present charges are based upon costs of materials, since our work is non-commercial in nature and we absorb overhead costs. Where work is done for another State department we ordinarily would not make a charge. For materials the originals of which are in our institution, we charge patrons as follows:

Minimum charge per order	\$ .50
Set up charge	.25
Per frame (35 mm.)	.02

We do not do step printing or continuous positives, referring persons wishing that work done to commercial processors. Occasionally we do work for some governmental agency other than a State agency, in which case we usually ask this agency to furnish the film (including processing costs) and we do the work without charging them for it.

We have no order forms, since we do relatively little work for individuals, and the matter can be arranged for informally.

Sincerely,

MARGARET C. NORTON  
Archivist



NEW YORK STATE ARCHIVES--REPORTS, 1945-1947

Suggestions for  
A STATE RECORDS OFFICE  
and  
A PROGRAM OF RECORDS ADMINISTRATION  
for  
THE STATE OF NEW YORK

Prepared by Henry Howard Eddy, State Archivist, as a  
step toward attaining the "State Archives Building"  
projected on page 37 of Regents Plan for Postwar  
Education in the State of New York, Albany, 1944.

October, 1945

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## A Condensed Statement of the Plans for

### A STATE RECORDS OFFICE FOR NEW YORK

The volume of records flowing from the departmental offices of the State of New York to storage rooms, many of these rented, has become alarming during the past ten years and continues largely uncontrolled. For many of the larger offices the only space now available for storing less active but still relatively recent files is in battered and inconveniently distant structures, at least one of them officially condemned, grimy, lacking equipment, inadequate in size, and poorly lighted. In such quarters maintaining the order essential for even occasional reference becomes almost impossible, while the obvious physical dangers are most disturbing. A survey now in progress will shortly provide statistics on these several points, but even brief visits to storage areas and hasty conferences with records administrators have made clear the urgency of the problem. The proposal for an "archives building" is not an academic matter of mere antiquarian interest; in department after department there exists a condition bordering on emergency, and failing an effective program for control of records volume and for adequate central storage the situation will degenerate at an accelerated pace.

Considering these facts, it is obvious that the immediate need is for such action as will promote the continuing efficiency of state government and help the hard-pressed departments by solving their problem of jammed filerooms and inadequate and improper records storage. Once this situation has been eased, the more

Leisurely process of working back over the older materials and providing efficient search-service to all inquirers with legitimate requests will become chiefly routine, will develop naturally.

To meet this problem as it exists and provide a satisfactory solution requires that we in New York State pioneer somewhat in the field of records administration. Study of the programs of the National Archives at Washington and of the records establishments of the leading states has made apparent the fact that only to a limited degree can the experience of other states be transferred with profit to New York. In nearly every state the circumstance that the state records office is but an adjunct to the state library or to the state historical society, or to both, limits its scope as a service agency. Moreover, the factors of population, wealth, multiplicity of governmental service, and length of settlement loom so large in New York that most comparisons with other states become invalid. Because these differences are recognized, this preliminary outline draws more heavily upon the experience and practice of the National Archives during its first ten active years than upon the pattern set by any state. Expressed in the briefest and simplest of terms, the plans set forth in this report suggest the following procedures:

1. The early recruiting of perhaps five junior records officers to be carefully trained in service while working each in an assigned department. In the departments these junior professionals, working alongside departmental personnel at identical tasks, would learn records processes and routines at first hand. Parallel instruction, ~~with written reports on their findings as work progresses,~~ with written reports on their findings as work progresses, would train them to meet the needs of the

Records Office. Once thoroughly oriented in a department, a trainee would work with departmental officials in setting up and putting into operation disposal schedules for clearing files and storerooms of materials no longer of value, advise and assist in the use of microphotography, and identify, list and schedule for transfer those files which subsequently are to be removed to the State Records Office for processing and storage.

2. The erection, at the earliest possible date, of a large but simple building for records storage, preferably taking advantage of the unique topography between Elk Street and Sheridan Avenue to secure a central location for administrative and service quarters, a truck entrance on the lowest level, a desirable proximity to the State Library and the central heating plant, maximum security, room for expansion to meet the needs of the future, and what promises to be low cost for both site and construction. In the Elk Street portion of the building, one wing would be set apart for the Division of Archives and History, to house the administrative, service and working facilities of the State Records Office, while such additional space as may be needed by the State Department of Education for the Expansion of its offices can be provided in what would be a most convenient location with immediate access to Elk Street and the present State Education Building.

3. The subsequent expansion of the staff of the State Records Office, as increase becomes necessary to meet administrative and service demands, by the gradual addition of clerks to be trained under those members of the professional staff who earlier will have become familiar with the records of the respective departments, assigning these clerks each to specialized tasks as the agency develops.

The following paragraphs sketch a program designed to provide improved administration for the departmental records of the government of the State of New York. Obviously, this is but a framework.

# I. New York Needs a State Records Office to Promote Efficient Administration of the Records of the State Government.

The state of New York should have a records office to care for the relentless flood of less active but essential files which is rising in the state offices and warehouses at Albany. For some sixty years the state has possessed in the Manuscripts Section of the State Library an efficient archives of a restricted type, but space there is now inadequate even for the older documents, while the present and pressing need is not for an archives of antiquarian and scholarly atmosphere so much as for an active records office which, while duly respectful of historical and cultural values, shall be primarily an organization of streamlined efficiency in the processing of modern files.

With the accumulation of over a century and a half of statehood being steadily and alarmingly augmented through increasing multiplicity of governmental functions, the time has come when the state should provide an agency to plan and carry out, in close cooperation with the several operating departments, the administration of all state records. Such an agency would establish the orderly destruction of duplicate and non-essential records and provide systematic storage and search-service of important but less active files as a service function available on demand to each operating office. To meet exactly the existing but varied needs of the departments will require careful planning, the selection and training of a small staff of highly competent

records officers, and the erection of a building for records storage.

Not all records now crowding office quarters are in active use, and not all records now stuffed into makeshift storage can be readily and efficiently searched when need for a given item becomes urgent. The relationship between these two conditions is very close: Were suitable and adequate storage available, space cleared of inactive files would provide the additional areas badly needed, in many offices, for active operations; at the same time, such storage, carefully planned and efficiently administered, would make possible immediate reference to any existing record and rescue numbers of valuable old files from their present condition of dirt, disorder, and the constant threat of destruction.

In establishing a program for records administration, first in order of both time and importance will come the need for setting up and placing in operation carefully considered routines for disposing of such records as have lost their value with the passage of time. Under present-day office procedures of issue in duplicate, and with the increasing spread in governmental functions, records accumulate in such masses that sheer bulk squeezes out both the significance of the individual record and the possibility for permanent preservation of more than a selected fraction of the whole. Guarded by the routines necessary to prevent rash decisions, after a strictly limited period a great bulk of the modern records of the state should be destroyed to end the cost of maintenance.

Arranging thus for the destruction of non-essential and bulky files while separating and preserving files of more enduring importance is the first step and a most important one, but



beyond that lies the necessity of providing accurate and speedy reference service on such files as are retained. The war-time experience of the National Archives at Washington in providing service on older files whose importance suddenly became enhanced by the stress of rearmament has demonstrated the value of systematic storage and search-service for records. Profiting from that example, New York should create a State Records Office which will maintain her less active files in orderly and usable condition. The staff of this records office, by keeping in close and continuing contact with every department of the state government, helping with the recurring problems of disposal and storage for departmental records, and providing fast and accurate search of records in answer to all legitimate calls, would render needed assistance to every state official, furnish reference data to many scholars of diverse interests, and be a source of pride to every citizen.

II. The Small Professional Staff for the Proposed State Records Office Should be Recruited ~~Competent~~ Early and Trained in Service so as to Be Experienced and Competent to Take Over as soon as a Building Becomes Available.

Throughout the State Records Office personnel will need to be of superior quality; this will be equally true of laborers, clerks, and professional staff. Training will also be essential, since few persons will come to the new Office equipped for its special tasks. Properly organized, the training program will develop unity, team work, and high morale.

It will be necessary to begin training early and at the top with the professional staff. Mastering the details of complicated departmental organizations and establishing and maintaining control over masses of records arranged by a wide variety of

filing procedures, many of these dating back more than a century, will necessitate a corps of professional specialists experienced with records, superior persons of substantial academic training who are capable and industrious as well as tactful, alert, and sufficiently stable to be trusted with the custody of records frequently confidential in nature.

The success of the State Records Office will be directly proportional to its ability to recruit proper persons at this level and to train them for its specialized tasks. The process of selection should be deliberate, and once chosen each trainee should be given basic instruction in records administration to orient him in the field. Following this introduction he should be assigned to a particular department of the state government for further training. The nature of the trainee's assignment in the department should be flexible to suit the needs of the individual and the working conditions in the department. In every case the new worker should serve a substantial apprenticeship working side by side with departmental employees, sharing their tasks in a fileroom, a planning unit, or in some other active branch or branches where an over-all view of departmental activities and procedures, and particularly of those procedures which involve records, can be obtained. Here the trainee would gain complete familiarity with the routine use and flow of records in the agency, would come to know well both departmental officials and the clerks concerned with filing. The importance and value of such familiarity and acquaintanceship to the future operations of the State Records Office is obvious.

Since for the most part trainees would work as individuals each in his assigned department, there will be definite need

to integrate the group, to build team spirit. The whole program must be closely supervised so as to build strong unity in the records staff itself even while its individual members are scattered about acquiring a diversity of information on the records needs and practices in every branch of state government. This essential group spirit can be built through research assignments, conferences with the higher officials of the Records Office, and seminars regularly scheduled to facilitate both exchange<sup>of</sup> experience and the group consideration of general problems. In effect the trainee would become a superior sort of departmental records clerk for four days of the week and a student of archival procedure, administrative history and records administration for the other one and one-half working days. Persons already possessing intelligence, balanced judgement, depth of background, and a definite professional goal, would rapidly gain under a routine of this type a thorough knowledge of actual conditions in the operating offices and develop as trained specialists equipped to handle records problems of every type.

Each department has work in records analysis to be done, work of great practical importance but sufficiently remote from daily routine to escape the attention of personnel hard-pressed by concerns more immediate. Special study of departmental records problems, study of a type seldom possible for officials busy with current operations, will reveal instances where bulk can be reduced almost immediately with subsequent economy. Furthermore, it is essential that systematic preparation be made for moving files with a minimum of confusion and with a maximum of speed when the time comes for shifting records to the Records

Office. Responsibility for such preparation cannot well be assigned to departmental workers; it is more properly the task of the records staff.

When once thoroughly grounded in his assigned department and sufficiently trained in the theory of records administration, the trainee would forsake his more routine tasks and, in close cooperation with departmental officials, work on such records problems as have just been mentioned, setting up an inclusive schedule for the disposal and retention of each records series existing in the department and making detailed arrangements for the subsequent transfer of valuable but less active files to the Records Office.

To become adequately informed concerning the records of a given department and to canvass and list its files with proper care might well require several months, or, in the case of a large and complicated department, even a year. Once finished with his first assignment, a trainee would proceed to a second department, gaining speed and certainty with experience. Such a progressive process, if started while construction of the building was under way so as to allow for a training period of perhaps as long as two years, would permit every department to be studied in turn and would provide a skilled and experienced staff, thoroughly versed in departmental records, to guide the work of the State Records Office from the very first day of its operation.

As a service agency, the State Records Office will touch every branch of the state government, involving far more than a mere mechanical installation. To insure its maximum success and development, the complete and continuing cooperation of

all parties will be essential, and because of this fact the professional staff, soundly trained, possessing first-hand knowledge of departmental files, and on familiar terms with personnel in every department, will be of first importance to smooth operation. Between these records officers and departmental officials there should exist so free an exchange of ideas and such understanding of mutual problems as will prevent the program from becoming static and insure that it will develop constantly to offer new services and to meet new needs as they arise.

Aside from their duties in liaison, each with his assigned departments, members of the professional staff will care for a variety of administrative, technical and research tasks involved in processing, storing, and servicing records. While certainly these tasks will require a background of academic training, still practical common sense, the ability to gain and keep the confidence of operating officials, and tact and skill in managing the working force in the daily tasks of the records office will be of even greater importance than specialized graduate study. Special training would at times prove an asset, and it would be helpful if some members of the staff should be equipped to understand problems in such fields as law and finance. In the process of selection, credit for advanced training should be allowed, and certainly graduation from a recognized college or university, preferably with a major in history or political science, should be required for candidacy.

Under the direction of the professional staff, much of the day-to-day business of the Records Office would be handled by clerks. These clerks will care for the stenographic, accounting

and filing routines of the office, man the telephones, make the more routine searches among the files, pack cartons in preparation for shelving, compile such simpler finding mediums as shelf lists and label lists, supervise small groups of laborers in moving, fumigating and cleaning records, operate microfilm cameras, photostat machines, and laminators, and perform many other exacting and essential tasks. So far as possible, they should be recruited from persons already familiar with filing, and they should be further trained under the supervision of the professional staff. They will need to possess resourcefulness and intellectual capacity superior to that of the usual file clerk, and after assignment each will need to specialize rather definitely with certain groups of records or in certain record processes. The salary grades and the policy of promotion should be such as will attract and retain able persons.

The flow of material into a records office involves the use of motor trucks, hand trucks and skids, and the lifting of cases which are both heavy and grimy. Within the storage building will be found such tasks as the operation of fumigating vaults and air-brush cleaning units, setting-up ~~and arranging~~ shelving, and careful stacking of loaded storage boxes in ordered rows. Much of this labor is arduous and all of it requires alertness and accuracy. Records laborers who are husky, patient, and painstaking can do much to promote the efficient operation of a records storage system, but they are needed in no great numbers. Anticipation of demands, the careful scheduling of records accessions, and the employment of closely supervised day labor for the inevitable rush jobs, make possible steady progress with but a limited number of selected laborers. Among these will need to

be some drivers for the courier service, and one or two capable of operating a motor truck or of running an errand with a staff car. Others will develop in service as minor specialists in fumigation, cleaning, repair, and various records processes. It should be possible to reward and retain promising laborers by erecting a limited number of special ratings under civil service.

The proposed location of the State Records Office between Elk Street and Sheridan Avenue would simplify general service to the building. Providing for guards, cleaners and elevator men in this location would require merely an extension of the system now operating at the State Education Building.

III.

(Should skip no space here.)

III. Considered Plans Should Be Made for a Special Staff to Handle Photographic Processes as Used with Records, Especially for Developing the Use of Microfilm.

It will be essential to plan for the State Records Office equipment, staff, and interior arrangements such as will make for the most efficient use of photographic processes in dealing with records. One member of the professional staff should be given responsibility for laying out convenient darkrooms and working space in the new building, for selecting the most suitable and efficient equipment, and for initiating and maintaining a modern program for document photography. Photostatic service will be essential, but more difficult and even more important will be intelligent application of the relatively new technique of microfilming. By the use of non-inflammable film 16 or 35 millimeters wide in specialized automatic or semi-automatic cameras, documents can now be permanently recorded as a series of images, greatly reduced in size, on compact reels easily stored in 3% or less of the space required by the originals. Despite shortcomings which experience and ingenuity may yet conquer, the process has already reached a stage where notable advantages are apparent; certainly its use must be planned for.

Perhaps at the beginning of the second year of the training outlined in Section II above, perhaps even earlier, a staff member technically competent in photographic operations and processing might be developed among the trainees, or recruited from outside that group, and microfilming should start on a modest but accelerating scale. A specialist in photography, competent to advise departments on the use of microfilm and to lay out and supervise the filming of both large and small files, if adequately equipped to carry on work of this type as needed,



either in the departmental office or within the records building, whichever in a given case appeared to be most suitable and efficient, could render valuable service. One important feature of that service would be the continuous retention of the exposed films in custody even during processing. When substituted for the present practice of departmental contracting with commercial firms, a central microfilming service at the State Records Office should effect substantial savings. If time, experience and scientific development should substantiate the expressed beliefs of the more enthusiastic advocates of microfilm, the photographic staff might one day become central in the Records Office and present estimates for staff and for space needed for storage might require drastic revision.

#### IV. The Maintenance of Courier Service to Carry Letters and Parcels Daily between Albany and New York City Might Well Be One Function of the State Records Office.

Sheer weight of population has centered much state business in New York City and departmental offices there are now so large and numerous that maintaining essential contacts between parent offices in Albany and the New York City branches involves increasingly heavy expense for postage and express. In no one state agency have these charges mounted sufficiently high to warrant separate departmental arrangements for the transfer of such materials, though at least one office has studied the matter, but for the state government as a whole the figure must be sizeable. A State Records Office of the type here proposed, an interdepartmental service agency concerned with all problems involving state records, could logically become the center for such service. Providing a suitable terminal in the proposed records building at Albany would not be difficult, and a similar

terminal could be set up in or near the State Office Building in New York City. The buildings containing state offices have their own systems for the internal distribution of mail and packages, and the need is but for rapid transfer between mail-rooms in Albany and mailrooms in New York City.

Such service would ease the problem of storage for less active files accumulated in the New York offices, also. The assurance of speedy service to New York City on files stored in Albany would make possible numerous transfer not otherwise practical. It seems obvious that the central records staff in the central records building could render service more cheaply and more efficiently than could reasonably be expected from any records storage facility now anticipated in the larger city.

Federal statute forbids competition with the mails and makes illegal courier service maintained by contract carrier; however, state-owned trucks operated by state employees would violate no postal regulations. The run is sufficiently short to make overnight shuttle service entirely feasible, delays inherent to big terminals would be short-circuited, and the State Records Office could provide faster service than is now available even while reducing cost.

Further study of this proposal will be essential before a decision so important to the transaction of state business is reached, but preliminary discussions with departmental officials indicate that the matter deserves serious consideration.

V. The State Records Office Could Be Provided Simple but Satisfactory Quarters at Reasonable Cost by Extending Downward the Basement of the New Office Building Proposed for the State Education Department.

Tentative plans now current for a long, low, and narrow office building to be erected on the St. Agnes School property

at the rear of the State Education Building on the crest of the steep bank which shelves down abruptly some sixty or seventy feet from Elk Street to Sheridan Avenue can be readily revised and expanded to provide suitable housing for the State Records Office herein proposed. As projected, the building is to provide needed additional office space for the State Education Department and would consist of two stories with an area 580' by 75' on the ground. The sharp northward slope of this site, combined with the clay soil, presents a real problem in establishing a secure foundation for the proposed building. Clay extends down approximately 110' before rock is encountered. The Capitol, located a few score yards south, yet lacks a central tower originally planned but omitted by builders who feared to add more weight, while the thirty-three story State Office Building, resting on piles and a mat, is reported to have settled several inches. The possibility of landslip at the edge of the ravine is not to be lightly dismissed.

Location of the State Records Office on this site would be strategic. Proximity to the State Library is most desirable; for both employees and visitors access would be easy from the busses and trolleys on Washington Avenue and adequate parking could easily be arranged; furthermore, the spot is as central to the various state offices as any which could be secured. Necessary storage space could be provided by extending the basement of the proposed building clear down to the level of Sheridan Avenue, incidentally securing at that level an excellent entrance for trucks. Drainage here is perfect, and along the northern side of the building would be ample room for the expansion which must always be considered in planning a records depository.

By thus inserting the space needed for storage under the space needed for additional offices, the problem of possible settling and landslip would be solved rather simply. Since in this area the surface of bedrock appears to lie level, caissons driven through the clay, possibly driven by water jets, would come to rest on solid rock at a depth of forty or fifty feet beneath the pavement of Sheridan Avenue as it runs along the bottom of the ravine.

A few of the administrative offices and the public search room would need to be located in higher quarters accessible to the public, but the slope of Elk Street would permit adequate and well-lighted working quarters at the eastern end of the building below the main floor, and the great bulk of the space created in this ten-story basement, while unsuited to other uses, would be ideal for records storage. The best modern practice is to provide for such use windowless space in which both temperature and humidity can be kept constant. Highly important, too, are the considerations that the site is immediately available and that a building so simply constructed should be low in first cost and, being close to both the central heating plant and the State Education Building, cheap to operate. More extensive discussion of this building, with sketch plans, will be found in a separate section of this report.

VI. Special Cases Excepted, All of the Less Active State Records Should be Centralized in the State Records Office.

Logically, to gain ease of reference and maximum security, the storage of state records in Albany should be reduced to two locations: (1) the respective offices in which the records are created and where they are actively used; and, (2) the State Records Office. Inactive files in office quarters, departmental storage areas,

and records warehouses should be eliminated. Common sense will prevent the arbitrary application of this logic to offices where it would upset established and satisfactory conditions, but centralization should be the ideal.

Files in active use are of necessity maintained in efficient cleanliness and order. It is in less active storage of the cubbyhole and subcellar varieties that dirt and disorder creep in to later demand long grimy hours of restorative labor from the staff of the Records Office. The aim should be to skip the dingy and dangerous half-stage and proceed directly from order in a file room to the same order, with all permissible reduction in bulk, in systematically arranged storage quarters with competent searchservice ever available.

From these principles certain policies would follow:

1. Any file of records not in active use but possessing sufficient value to deserve a fate better than immediate destruction should be removed to the State Records Office. Not age alone, but lack of active use and need for orderly preservation should be the basis for removing files from operating offices.

2. Certain files, rarely used but waiting for a set period to elapse before routine destruction becomes wise and legal, should be provided for in a special transient section. From this section at set periods the oldest files would be removed for destruction as files just becoming inactive were being moved in from the creating office. Once established, such a flow of records would become largely automatic, paying dividends in ease of reference and in office space freed for active needs.

3. The sentimental attachment which may be felt by certain offices for particular files, files treasured and valuable but infrequently consulted, should be persuasively overcome so as to provide more adequate protection for priceless records while freeing space needed for more immediate and active affairs.

**VII. So far as is Prudently Possible, Records Should be Made Available for Scholarly Research.**

While first emphasis must be placed upon meeting immediate problems of records administration, from the very beginning, and increasingly as the State Records Office becomes established and oriented among the agencies of state government, effort should be exerted to make available for scholarly use all records not confidential in nature, always with proper respect for the very serious problems of courtesy and law involved. Once centralized, the various series should be arranged systematically, each in its own original order of filing, equipped with such additional finding mediums as may be needed to supplement those provided at the office of origin, and made accessible not alone to state officers pursuing their official duties but also, under properly guarded conditions, to all accredited persons pursuing legitimate investigations. Thus would be brought to usefulness rich primary sources of information now scattered and inaccessible in obscure and disordered storerooms. Not only would masses of the older materials, the traditional "archives", become available for research, but many relatively recent files might yield illuminating data regarding problems equally vital and possibly even more immediate in importance.

**VIII. The State Records Office Should Be a Service Agency, Useful to Other Branches of the State Government and to the General Public as Well.**

Such a State Records Office as is here projected would serve the needs of every person who has occasion to deal with the less active records of the state. It would relieve busy state officials of annoying problems relating to the disposal or the preservation of their files as they become less active,

since the records staff would schedule such matters neatly and handle them with routine ease. Working with the State Historian and through its own search and reference staff, the records office would soon develop an expanding service to persons pursuing their individual searches, opening new vistas for writers of state and local history in particular. For serious scholars in a variety of fields it would throw open for use basic materials great both in volume and in value. Most important of all, for every citizen of the state it would provide the comforting satisfaction of knowing that his own interests are protected and that the story of New York's past, the official records of her progress and growth, rest in guarded security.

A REPORT

on the need of housing for the non-current records of the departments of state government at Albany, with consideration of the factors involved in setting up

A PROPOSED NEW YORK STATE RECORDS OFFICE

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NEW YORK STATE EDUCATION DEPARTMENT  
Division of Archives and History  
Henry Howard Eddy, State Archivist  
May 1946



## Section I

### THE PROPOSED NEW YORK STATE RECORDS OFFICE by Henry Howard Eddy

It was slightly more than one hundred years ago that J. Romeyn Brodhead began collecting in European archives documents relating to the history of the state of New York. To recall his name and activities and those of Edmund B. O'Callaghan, Berthold Fernow, Arnold J. F. Van Lier, Victor Hugo Palnitz, and Alexander C. Flick is to realize that Albany has a continuing tradition of interest, endeavor and accomplishment in the field of archives and official documents. The state has been concerned about her records for a long, long, time. Even before the day of Brodhead, a proper respect for the importance of official files was shown when the New York legislature passed, on March 10, 1797, "An act for erecting a public building in the county of Albany", the very first state building at Albany, and stipulated that the

. . . building shall be so constructed as to contain commodious, secure, and sufficiently extensive apartments for the safe keeping of all the records, books, papers, and other things, belonging or in any wise appertaining to the office of the Secretary of this State and to the office of the clerk of the Supreme Court; and such other public papers as the Legislature may from time to time direct to be deposited therein."

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Laws of the State of New York, 1797, Chap. XXXI.

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That building stood at State and Lodge streets from 1798, later was remodeled for use as a museum, and was demolished in 1855. The legislators of 1797 built well, and they included records in their plans.

Quite naturally, these early legislators were concerned chiefly with active files, but fifty years later the problem of

inactive but obviously valuable documents existing in state offices was recognized when both houses, in December, 1847,

Resolved, That the Secretary of State be directed to deliver to the Regents of the University, to be preserved in the State Library, all such documents of historic interest, relative to and connected with the annals of the State, as are now kept in the store room of his department, and as he may deem advisable and proper to be so transferred and delivered.\*

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S.N. Senate Journal, 1847, p. 1022

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Assembly Document No. 148 for the year 1849 lists in forty-two printed pages the items transferred under this resolution. A similar transfer took place later when Chapter 120 of the laws of 1881 placed in the custody of the State Library certain specified and listed materials from the Secretary of State and from the Comptroller. Both Brodhead and O'Callaghan had operated under the office of the Secretary of State, but this act of 1881 effected a major change by providing that:

A copy of any of the above documents and records, certified under the hand of the secretary and the seal of the board of regents of the university of the state of New York, may be read in evidence in all courts and places within this state, with the same force and effect as the original.

The trustees of the state library, on receiving the above enumerated records, shall have power and are hereby directed, from time to time to appoint a suitable person to take charge of the records and make copies, when desired, as the same has heretofore been appointed by the secretary of state.

Thus came into being the Manuscripts Section of the State Library, a branch which through the years has served faithfully investigators into New York's history. Berthold Fernow, native of

Prussia and former officer in the United States Army who since 1876 had been working with the old documents in the office of the Secretary of State, now joined the Library staff, signing as "In charge of the Hist. Records." Reporting in January, 1882, on the nature and condition of the materials entrusted to his care, Fernow stated:

Lack of space in the State library has so far prevented the actual transfer of the rich collection of historical material, which is probably the largest owned by any one State in the Union, but also, unfortunately, one of the least known.\*

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\*64th Annual Report, N.Y. State Library (1881) p. 11

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In 1886 Fernow was able to establish his historical manuscripts "in the southwest corner of the new Capitol building", but on April 1, 1889, he resigned suddenly. Some light is thrown on his departure by the wording with which the new Director of the Library, the renowned Melvil Dewey of Dewey's Decimal System, announced the change:

Mr. B. Fernow's (\$1,500) resignation took effect April 1 and Mr. James Boynton's (\$1,300) on May 1. By reorganizing, redistributing and systematizing the work we shall be able to accomplish quite as much as before and save these salaries, or \$2,800 a year . . . The work resigned by Berthold Fernow on April 1 was at once taken up by librarian George R. Howell, who was given entire charge of this department.\*

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\*72nd Annual Report, N. Y. State Library (1889) pp. xii-xiii

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The report of 1890, for the first time in New York, carried the title of Archivist, bestowing it upon this same George R. Howell, M.A. (Yale). Nine years later Howell died after twenty-seven years on the staff of the Library. Arnold J.P. Van Laer, a

native of Holland and a graduate of the Polytechnic school at Delft, who was in Albany as a student at Besey's famous school of library science, succeeded to the title and won for himself during forty years of service wide recognition as archivist and scholar.

The marked scholarly ability of Mr. Van Laer, in particular his mastery of languages, fitted him in a peculiar way for translating and editing the Dutch materials so prominent among the colonial papers. When the Van Rensselaer collection, some 200 volumes and 30,000 miscellaneous manuscripts, came to the Library in 1910, the Regents provided Mr. Van Laer with an assistant and largely freed him for specialized tasks other than the routine of the Manuscripts Section.\* In 1915 a merger produced the Division of

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\*85th Annual Report, N.Y. State Education Department (1912), pp. 911-18 and p. 923

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Archives and History and moved Mr. Van Laer, title and all, upstairs to occupy quarters with the State Historian,\*and entirely practical

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\*Regents Minutes, April 16, 1915, p. 42

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but utterly confusing combination under which for over thirty years the Archivist of the State of New York has had no official connection with the New York State archives housed in the Manuscripts Section of the State Library.

The successive moves of the archives, from the old Hooker capitol to the "new capitol" in 1886, and later across the street to the State Education Building in 1912, each met but temporarily the problem of housing for the increasingly bulky and valuable collection. The disastrous fire of 1911 destroyed much, but accumulation went on. In an address delivered before the Public

Archives Section of the American Historical Association, meeting at Rochester on December 30, 1926, Dr. Alexander G. Flick, then for some three years State Historian, voiced the need for a separate archives building at Albany. The July following, Henry G. Stratham, assistant in public records under Dr. Flick, advocated a "State Hall of Records" in an article appearing in New York History. Beginning with 1931, right up until his retirement in 1939, each of the annual reports written by Dr. Flick stressed anew the need for an archives building. In New York History for January, 1938, he called attention to the new National Archives at Washington and urged that New York State follow the example there set.

It was no startling departure, therefore, when a pamphlet, presenting the Regents Plan for Postwar Education in the State of New York and appearing under official auspices early in 1944, included in a list of structures proposed as the part of the Education Department in the construction program planned for postwar days a "State Archives Building . . . \$1,000,000". Beginning in the autumn of 1944, plans for that building have been in the process of formulation, and while all is still tentative a definite outline has already appeared. New York needs on her way to something unique in the way of an office for caring for her less active records.

The planning started with an investigation of the conditions under which state records are now being maintained at Albany. From the findings of that investigation many more pages than are here available could be filled with accounts of important records now housed in jeopardy and of the problems faced by the various departments in attempting to secure proper storage for their accumulated

files. However, for the sake of brevity it appears wise to say merely that conditions of records storage are very bad indeed and to report that the room by room survey has shown alarming figures for the ten departments where it has already been possible to compute results.

In sheer bulk the accumulated files are startling to those unfamiliar with such matters. Working from the figures now at hand, conservative estimates indicate that the nineteen departments of the state government have in their offices and storerooms right now at least 100,000 net cubic feet of records of a permanent nature which are infrequently consulted and which need not be maintained in the immediate control of the creating office. It is further estimated that the departments now contain an additional 65,000 net cubic feet of permanent records which for one reason or another they must hold readily accessible to their own clerks. This total of 165,000 net cubic feet, enough records to fill some 27,500 four-drawer filing cabinets, omits from consideration the great volume of ephemeral records possessing but passing value; it includes only those which must be permanently kept. Taken together, these permanent records and others of but temporary worth run to such volume that storage areas are clogged. After available storage space in attics, basements, cubby-holes, corridors, and even in the central heating plant became stuffed with older files, it became necessary in the late thirty's to start renting space for records storage. The best estimate now indicates that nearly 100,000 square feet of space are being rented by the state in Albany for such storage.

The annual rental, even in a rattle-trap building, is becoming a considerable item, but truly alarming is the condition in which most of the significant but less active records are held. In but few cases are storage areas convenient, adequate, or reasonably safe. Learned and stuffy as the proposal for an archives building may sound, it is to departmental executives hard-pressed by rapidly accumulating files far from being theoretical, far more than an academic matter of merely antiquarian interest. There exists a condition bordering on crisis, and failing an effective program for control of mounting records volume and for safe and adequate central storage, the situation will degenerate with accelerated pace.

What is needed is an aggressive program for records administration carried out through a service agency trained and equipped to master the specialized problems involved. In part the need is a very old one resulting from the normal accumulations of a political unit long in existence and great in area and population, but to an even greater degree the present near-crisis results from the expansion of government into new fields, an expansion especially marked since 1933. Broadened programs for public works and for relief, new programs such as those for unemployment insurance and old-age benefits, together with such strong and general trends as those toward more registration of individuals engaged in the trades and the professions and increasingly minute regulation of business activities, have combined to produce many official papers where but few grew before. There seems no basis for expecting these tendencies to slacken or reverse; records will continue to accumulate in quantity. Some hope lies in the undisputed fact

that certain of the newer types of files have but fleeting value, but bulky portions of them must be retained for a protracted period, many permanently.

Meeting this problem calls for records administration, records administration based on the sound principle of tackling the throat of the dragon rather than of nibbling at his tail. The speed and volume with which records are now created in governmental offices has out-moded formerly-satisfactory archival methods; no longer is it enough to rescue occasional ancient documents, index them neatly, and guard them in ordered array. Even while the handful of documents precious for what they record of 1790 and 1800 and 1810 are being thus secured, the archival treasures of 1935 and 1940 and 1945, documents which will be needed day after tomorrow by some executive and fifty years hence by some researcher are becoming hopelessly buried in soaring masses of trashy files which no one takes time to analyze and dispose of. Since departmental personnel are neither equipped nor trained in the analysis of their older files, the need is for a central agency to serve all departments with a staff capable of quietly and efficiently gaining control of the flow of records as they pass from active use into the dangerous twilight zone of limited reference. Once such control has been gained, it will become entirely possible to work back over the accumulations of the past, discarding trivial items, preserving files of enduring worth, and restoring usefulness and order to the whole.

At the present time there exists in Albany no agency capable of offering the service suggested. The Manuscripts Section of the State Library is fully occupied with necessary tasks. It has been, now is, and will continue to be extremely useful for the



preservation of less bulky and ultra-valuable items, but it possesses neither the space nor the tradition which would fit it to assume the burden of records administration. Its function has included and should continue to include responsibility for research and reference service of a scholarly type involving the early documents. At Washington the Library of Congress continues its varied program of essential public services while a much newer and very different agency, the National Archives, has in the course of the past dozen years carved for itself a new niche and assumed a related but distinct role as custodian of official records. Between these two federal agencies there has come to exist very slight overlapping of function, and their contacts are increasingly those of friendly cooperation rather than of jurisdictional rivalry. The situation in Albany is exactly parallel.

What is currently being proposed, therefore, is the erection at Albany of a large but simple structure adequate to house in security the great volume of essential and permanent records now at hand, and to care for the accumulations which are to be reasonably expected during the next two or three decades. Such a building would banish the dread of fire and of structural collapse which now very definitely haunts departmental officials responsible for the safety of the larger and older files. To avoid the somewhat musty flavor which clings to the term archives, a flavor entirely out of keeping with an establishment which, while duly respectful of historical significance would chiefly concern itself with busier matters relating to the more recent past, this building and the organization which it will house should be known as the New York State Records Office. It should possess rather

vast storage areas of the warehouse type, with readily accessible offices, light and cheerful workrooms, and the best of modern equipment.

More important than the layout and the equipment, however, will be the staff. In charge will need to be a professional group possessing the tact and technical competence essential for putting a pioneer agency into efficient operation and winning for it an honored and established position central among the departments. Under these professionals will be required a high-grade clerical staff to care for the busy routine of storing and searching bulky files. There will also be needed a few husky and intelligent laborers to move heavy cases and operate trucks, fumigators, cleaners, shredders, and balers.

The central function of this State Records Office would be that of a service agency to aid departments of the state government in meeting their problems regarding records, helping unobtrusively but in every practical fashion; particularly it would help by (1) providing storage for files less frequently consulted, and by (2) regularly furnishing, upon request, prompt and accurate search service for these less active files. Storage and service of this type would promote efficiency in the present-day government of the state and at the same time insure preservation for posterity of official records of every significant variety.

This central function inevitably implies auxiliary functions. These can be most clearly expressed in terms of specific objectives. The New York State Records Office would:

1. Segregate for preservation and continuing service such files as prove to possess enduring administrative value, legal functions, or historical significance. Such segregation will require systematic analysis of the files at hand, followed by the prompt and orderly destruction of all useless and duplicate materials.
2. Help the departments in establishing systematic and duly authorized schedules for records disposal. Such schedules would insure prompt destruction of bulky files at the end of what had been determined to be their period of usefulness. Once in operation their routine would free space and save the expense of additional filing equipment.
3. Furnish fast and accurate service in searching files to every state officer who may need to consult items contained in files transferred to the Records Office. To make this possible will require that records be retained in their original order and under definite control.
4. Aid local officials charged with the custody of records in the subdivisions to provide ever-improving protection and service for their collections.
5. Prepare comprehensive but simple and useful finding mediums for such older files as may require additional guides. This task will necessitate basic research and the preparation of short studies in the administrative history of the departments involved.
6. Promote the use of such new methods and devices as prove safe, economical, and practical for use with documents. In particular the developing techniques of microphotography and of lamination of fragile documents with cellulose acetate foil promise to become central in the preservation of records.
7. Advise and assist scholars, professional and amateur historians, and other individuals engaged in investigations relating to materials contained in official files. Of necessity, use by outside persons will be limited by legal requirements, restrictions which creating departments may place on certain files, a proper respect for the privacy of citizens, and the labor force available at the Records Office.

8. Make easy the location by investigators of such bodies of material as they may wish to consult. To do this will require clear-out and mutually satisfactory arrangements as to the jurisdictional limits between the Records Office, the Manuscripts Section of the State Library, and certain departmental offices holding large volumes of records in occasional use by the public.

9. Assure the preservation of highly confidential files by providing a secure depository where boxes and cases could be held under seal until an appointed day of release. In particular the files of retiring governors are now too commonly dispersed to private hands.

10. Investigate the feasibility of providing overnight courier service by truck to carry official letters and packages between state mail-rooms in Albany and New York City. Such service, which would logically fall under the Records Office as the central records agency, might increase both speed and economy in the transaction of state business.

For planning an agency so new to the state and so pervasive in its potential influence, much thought, discussion with a variety of officials, and careful weighing of the factors involved have been essential. The basic principle of constructing extensive storage quarters and of setting up a service agency designed to cope with the urgent problem of the state's less active records has been accepted by the Board of Regents. Beyond that arrangements are still tentative. That is not to say, however, that this is the stuff that dreams are made of.

## Section II

STATISTICS FROM THE SURVEY OF RECORDS IN DEPARTMENTAL  
OFFICES, WITH BIGHT PROPOSALS BASIC TO A PROGRAM FOR  
RECORDS ADMINISTRATION

For covering the departmental offices at Albany, a questionnaire carefully designed to give accurate and uniform summaries of records volume is being employed and has proved successful. Completed sets of questionnaires have been obtained from ten of the nineteen departments. With half of the departments thus covered, a half which appears to be representative, the figures at hand seem sufficiently reliable for use in preliminary planning. Necessarily, the design of this questionnaire and the details of the method used in computing records volume from the replies received are involved matters incapable of compression for a rapid review such as is here presented.

The questionnaires and the accompanying computation schedules are on file and will prove extremely valuable to future operation. The survey should continue until every department has been completely covered, since the data obtained will be very useful not alone for estimates of volume such as are here considered but also for a later campaign of records analysis leading to reduction of volume through considered and authorized disposal for such of the more bulky files as may prove to represent needless duplication or to have reached the end of their limited period of usefulness.

As here presented for quick review, the figures are rounded. They represent, for each department covered, the volume of records (expressed in cubic feet) which may be considered as permanent, or at least semi-permanent, records which are (1) consulted infrequently (i.e., not more often than once in 2 years) and (2) not of necessity kept immediately at hand by the office of origin. Records which meet these qualifications

can be taken as suitable for a Records Office of the type projected. On the basis of responses entered on the questionnaires, the volume of such records now is:

1. Audit & Control	22,000	cubic feet
2. Taxation & Finance	12,600	" "
3. Law	2,200	" "
4. Conservation	500	" "
5. Education	4,900	" "
6. Health	2,850	" "
7. Social Welfare	2,600	" "
8. Correction	300	" "
9. Insurance	1,200	" "
10. Civil Service	700	" "
	<u>51,950</u>	

From these figures it would seem safe to estimate that there will be found in the 19 departments something over 100,000 cubic feet of records immediately suitable for inclusion in a records office. Two additional departments, State and the Executive Department, are already partially covered and show sizable quantities of records. Of the departments for which figures are at present lacking, four are in size medium or small: Mental Hygiene, Public Service, Banking, and Commerce. However, the remaining three are large departments with acute problems of records space: Agriculture, Labor, and Public Works. It seems safe to estimate that the ten departments already covered are representative and that the completion of the survey will show a total of over 100,000 cubic feet of records which need the protection of a records office right now.

Although gathered and computed with care, these figures are, of course, estimates. The totals are large-scale estimates summing up a variety of small-scale estimates; no claim is made that the process of addition has produced pin-point accuracy. It should be noted, however, that the room-by-room method used for gathering this data was carefully designed to eliminate inflation

of figures, but that no method was devised to check items omitted by the errors or carelessness of departmental clerks while filling out the questionnaires. It appears inevitable that these figures will run consistently low.

Computations from the questionnaires show further that the ten departments covered contain 52,600 cubic feet of records which the officials in charge now regard as being of permanent value. The difference between this figure and the total given above, a difference of 30,650 cubic feet, represents records which for one reason or another the departments concerned feel they must retain in their own custody and immediately accessible to their own clerks. In some cases there is good and sufficient reason for such retention, but it seems certain that distrust of change, a wholesome desire to look well before leaping, influences such estimates. Archival establishments, when set up and operating with efficiency, have found that such files flood new quarters in disconcerting quantities, rapidly filling space calculated to care for years of normal expansion. On the basis of figures now at hand, it would appear that there may be in the state departments at Albany at this moment some 165,000 cubic feet of permanent records. Viewing realistically the percentage of these which the departments can be expected to release, it appears probable that there may come to the Records Office, once it is established and operating smoothly, some 150,000 cubic feet of records already created and now permanently housed by the various departments.

Consideration of current trends in government demonstrates that these records which are already created are but one section, and that a somewhat lesser section, of the problem of the future, and it is for the future that plans must be laid. Expansion of

governmental regulation and activity into new fields has come since 1933, and it is chiefly expanded programs such as those for unemployment insurance and old-age security, together with generally increased regulation of financing operations and increasingly general licensing not alone of professions but as well of trades and services, which have accelerated the pace of records creation; this acceleration still goes on. Certain of these newer types of files have but passing value, but many of them are, in whole or in part, permanent, and many others must be retained in relatively light use for a protracted period. Every sign indicates that the curve showing the volume of permanent and semi-permanent records created in the departments of New York State will continue to mount steadily.

The ten departments for which complete figures are now available report occupying with less-active files 80,800 square feet of space. A large portion of this space is rented, and much of it is hazardous and unsuited to records. The latest figures available indicate that the State hires in Albany approximately 100,000 square feet of space for files in relatively infrequent use. This space has been taken over by the State only during the years since the storage areas of the relatively new State Office Building became filled -- a period of but six or seven years. The accelerated production of records has resulted in a situation which demands a solution. In Albany the problem of housing permanent but less-active files is now acute, and relief is to be expected only if that problem is recognized and attacked with systematic vigor.

The immediate need is for such action as will promote the continuing efficiency of state government and help the hard-pressed



departments by relieving their distress over jammed file rooms and inadequate and improper records storage. Once this situation has been eased, with system and intelligence the more leisurely process of working back over the older material and providing efficient search-service to all inquirers with legitimate requests will develop as a matter of orderly routine.

In meeting the existing need, it will be necessary for New York to pioneer somewhat in the field of records administration. Only to a limited degree can the experience of the records establishments of sister states be transferred with profit to New York. Circumstances vary widely from state to state, and records agencies of every type and every combination of types have been created in attempts to meet local needs and to fit with existing agencies. In many states the circumstance that the state records agency is but an adjunct to the state library or to the state historical society, or to both, sets its pattern and tends to limit its scope as a service agency. The factors of population, length of settlement, wealth, and multiplicity of governmental service loom so large in New York State that most comparisons with other states become strained; however, those same factors tend to make the experience and practice of the National Archives during its first ten active years peculiarly significant to the Empire State.

Presented as a basis for discussion, the eight propositions which follow form a suggested pattern for organizing a service agency to meet current needs for records administration. The division under eight headings is employed merely to make clear successive phases of organization, policy, and procedure, and in operation the Records Office here sketched would take form as a

strongly unified service agency efficient in method and pervasive in influence.

# I. NEW YORK NEEDS A STATE RECORDS OFFICE TO PROMOTE EFFICIENT ADMINISTRATION OF THE RECORDS OF THE STATE GOVERNMENT.

The state of New York should have a records office to care for the relentless flood of less active but essential files which is rising in the state offices and warehouses at Albany. For some sixty years the state has possessed in the Manuscripts Section of the State Library an efficient archives of a restricted type, but space there is now inadequate even for the older documents, while the present and pressing need is not for an archives of antiquarian and scholarly atmosphere so much as for an active records office which, while duly respectful of historical and cultural values, shall be primarily an organization of streamlined efficiency in the processing of modern files.

With the accumulation of over a century and a half of statehood being steadily and alarmingly augmented through increasing multiplicity of governmental functions, the time has come when the state should provide an agency to plan and carry out, in close cooperation with the several operating departments, the administration of all state records. Such an agency would establish the orderly destruction of duplicate and non-essential records and provide systematic housing and search-service for all important but less active files, making its service available on request to each operating office. To meet exactly the existing but varied needs of the departments will require careful planning, the selection and training of a small staff of highly competent records officers, and the erection of a building for housing the less used records.

Not all records now crowding office quarters are in active use, and not all records now stuffed into makeshift lofts and basements can be readily and efficiently searched when need for a given item becomes urgent. The relationship between these two conditions is very close: Were suitable and adequate space available for the less-used records, the space cleared of inactive files would provide the additional areas badly needed, in many offices, for active operations; at the same time, adequate space for non-current records, if carefully planned and efficiently administered, would make possible immediate reference to any existing item and rescue numbers of valuable old files from their present condition of dirt, disorder, and the constant threat of destruction.

In establishing a program for records administration, first in order of both time and importance will come the need for setting up and placing in operation carefully considered routines for disposing of such records as have lost their value with the passage of time. Under present-day office procedures of issue in duplicate, and with the increasing spread in governmental functions, records accumulate in such masses that sheer bulk squeezes out both the significance of the individual records and the possibility for permanent preservation of more than a selected fraction of the whole. Guarded by the routines necessary to prevent rash decisions, after a strictly limited period a great bulk of the modern records of the state should be destroyed to end the cost of maintenance.

Arranging thus for the destruction of non-essential and bulky files while separating and preserving files of more enduring importance is the first step and a most important one, but beyond that lies the necessity for providing accurate and speedy reference

service on such files as are retained. The war-time experience of the National Archives at Washington in providing service on older files whose importance suddenly became enhanced by the stress of rearmament has demonstrated the value of systematic housing, arrangement, and search-service for records. Profiting from that example, New York should create a State Records Office which will maintain her less active files in orderly and usable condition. The staff of this records office, by keeping in close and continuing contact with every department of the state government, helping with the recurring problems of disposal and storage for departmental records, and providing fast and accurate search of records in answer to all legitimate calls, would render needed assistance to every state official, furnish reference data to many scholars of diverse interest, and be a source of pride to every citizen.

II. THE SMALL PROFESSIONAL STAFF FOR THE PROPOSED STATE RECORDS OFFICE SHOULD BE RECRUITED EARLY AND TRAINED IN SERVICE SO AS TO BE EXPERIENCED AND COMPETENT TO TAKE OVER AS SOON AS A BUILDING BECOMES AVAILABLE.

Throughout the State Records Office personnel will need to be of superior quality; this will be equally true of laborers, clerks, and professional staff. Training will also be essential, since few persons will come to the new Office equipped for its special tasks. Properly organized, the training program will develop unity, team work, and high morale.

It will be necessary to begin training early and at the top with the professional staff. Mastering the details of complicated departmental organizations and establishing and maintaining control over masses of records arranged by a wide variety of filing pro-

cedures, many of these dating back more than a century, will necessitate a corps of professional specialists experienced with records, superior persons of substantial academic training who are capable and industrious as well as tactful, alert, and sufficiently stable to be trusted with the custody of records frequently confidential in nature.

The success of the State Records Office will be directly proportional to its ability to recruit proper person at this level and to train them for its specialized tasks. The process of selection should be deliberate, and once chosen each trainee should be given basic instruction in records administration to orient him in the field. Following this introduction he should be assigned to a particular department of the state government for further training. The nature of the trainee's assignment in the department should be flexible to suit the needs of the individual and the working conditions in the department. In every case the new worker should serve a substantial apprenticeship working side by side with departmental employees, sharing their tasks in a fileroom, a planning unit, or in some other active branch or branches where an over-all view of departmental activities and procedures, and particularly of those procedures which involve records, can be obtained. Here the trainee would gain complete familiarity with the routine use and flow of records in the agency, would come to know well both departmental officials and the clerks concerned with filing. The importance and value of such familiarity and acquaintanceship to the future operations of the State Records Office is obvious.

Since for the most part trainees would work as individuals each in his assigned department, there will be definite need to

integrate the group, to build team spirit. The whole program must be closely supervised so as to build strong unity in the records staff itself even while its individual members are scattered about acquiring a diversity of information on the records needs and practices in every branch of state government. This essential group spirit can be built through research assignments, conferences with higher officials of the Records Office, and seminars regularly scheduled to facilitate both exchange of experience and the group consideration of general problems. In effect the trainee would become a superior sort of departmental records clerk for four days of the week and a student of archival procedure, administrative history and records administration for the other one and one-half working days. Persons already possessing intelligence, balanced judgment, depth of background, and a definite professional goal, would rapidly gain under a routine of this type a thorough knowledge of actual conditions in the operating offices and develop as trained specialists equipped to handle records problems of every type.

Each department has work in records analysis to be done, work of great practical importance but sufficiently remote from daily routine to escape the attention of personnel hard-pressed by concerns more immediate. Special study of departmental records problems, study of a type seldom possible for officials busy with current operation, will reveal instances where bulk can be reduced almost immediately with subsequent economy. Furthermore, it is essential that systematic preparation be made for moving files with a minimum of confusion and with a maximum of speed when the time comes for shifting records to the Records Office. Responsibility for such preparation cannot well be assigned to departmental workers;

it is more properly the task of the records staff.

When once thoroughly grounded in his assigned department and sufficiently trained in the theory of records administration, the trainee would forsake his more routine tasks and, in close cooperation with departmental officials, work on such records problems as have just been mentioned, setting up an inclusive schedule for the disposal and retention of each records series existing in the department and making detailed arrangements for the subsequent transfer of valuable but less active files to the Records Office.

To become adequately informed concerning the records of a given department and to survey and list its files with proper care might well require several months, or, in the case of a large and complicated department, even a year. Once finished with his first assignment, a trainee would proceed to a second department, gaining speed and certainty with experience. Such a regressive process, if started while construction of the building was under way, so as to allow for a training period of perhaps as long as two years, would permit every department to be studied in turn and would provide a skilled and experienced staff, thoroughly versed in departmental records, to guide the work of the State Records Office from the very first day of its operation.

As a service agency, the State Records Office will touch every branch of the State government, involving far more than a mere mechanical installation. To insure its maximum success and development, the complete and continuing cooperation of all parties will be essential, and because of this fact the professional staff, soundly trained, possessing first-hand knowledge of departmental files, and on familiar terms with personnel in every department will be of first importance to smooth operation. Between these

records officers and departmental officials there should exist so free an exchange of ideas and such understanding of mutual problems as will prevent the program from becoming static and insure that it will develop constantly to offer new services and to meet new needs as they arise.

Aside from their duties in liaison, each with his assigned departments, members of the professional staff will care for a variety of administrative, technical and research tasks involved in processing, storing, and servicing records. Certainly these tasks will require a background of academic training, but practical common sense, the ability to gain and keep the confidence of operating officials, and tact and skill in managing the working force in the daily tasks of the records office will be of even greater importance than specialized graduate study. Special training would at times prove an asset, and it would be helpful if some members of the staff should be equipped to understand problems in such fields as law and finance. In the process of selection, credit for advanced training should be allowed, and certainly graduation from a recognized college or university, preferably with a major in history or political science, should be required for candidacy.

Under the direction of the professional staff, much of the day-to-day business of the records office would be handled by clerks. These clerks will care for the stenographic, accounting and filing routines of the office, man the telephones, make the more routine searches among the files, pack cartons in preparation for shelving, compile such simpler finding mediums as shelf lists and label lists, supervise small groups of laborers in moving fumigating and



cleaning records, operate microfilm cameras, photostat machines, and laminators, and perform many other exacting and essential tasks. So far as possible, they should be recruited from persons already familiar with filing, and they should be further trained under the supervision of the professional staff. They will need to possess resourcefulness and intellectual capacity superior to that of the usual file clerk, and after assignment each will need to specialize rather definitely with certain groups of records or in certain record processes. The salary grades and the policy of promotion should be such as will attract and retain able persons.

The flow of material into a records office involves the use of motor trucks, hand trucks and skids, and the lifting of cases which are both heavy and grimy. Within the storage building will be found such tasks as the operation of fumigating vaults and air-brush cleaning units, setting-up and arranging shelving, and careful stacking of loaded storage boxes in ordered rows. Much of this labor is arduous and all of it requires alertness and accuracy. Records laborers who are husky, patient, and painstaking can do much to promote the efficient operation of a records storage system, but they are needed in no great numbers. Anticipation of demands, the careful scheduling of records accessions, and the employment of closely supervised day labor for the inevitable rush jobs, make possible steady progress with but a limited number of selected laborers. Among these will need to be some drivers for the courier service, and one or two capable of operating a motor truck or of running an errand with a staff car. Others will develop in service as minor specialists in fumigation, cleaning, repair and various records processes. It should be possible to reward and retain promising laborers by creating a limited number

of special ratings under civil service.

The proposed location of the State Records Office between Elk Street and Sheridan Avenue would simplify general service to the building. Providing for guards, cleaners, and elevator men in this location would require merely an extension of the system now operating at the State Education Building.

### III. CONSIDERED PLANS SHOULD BE MADE FOR A SPECIAL STAFF TO HANDLE PHOTOGRAPHIC PROCEDURES AS USED WITH RECORDS, ESPECIALLY FOR DEVELOPING THE USE OF MICROFILM.

It will be essential to plan for the State Records Office equipment, staff, and interior arrangements such as will make for the most efficient use of photographic procedures in dealing with records. One member of the professional staff should be given responsibility for laying out convenient dark rooms and working space in the new building, for selecting the most suitable and efficient equipment, and for initiating and maintaining a modern program for document photography. Photostatic service will be essential, but more difficult and even more important will be intelligent application of the relatively new technique of micro-filming. By the use of non-inflammable film 16 or 35 millimeters wide in specialized automatic or semi-automatic cameras, documents can now be permanently recorded as a series of images, greatly reduced in size, on compact reels, capable of being stored in approximately 3% of the space required by the originals. Despite shortcomings which experience and ingenuity may yet conquer, the process has already reached a stage where notable advantages are apparent; certainly its use must be planned for.

Perhaps at the beginning of the second year of the training mentioned in the above section, perhaps even earlier, a staff member

technically skilled in photographic operations and processing might be developed among the trainees, or recruited from outside that group, and microfilming should start on a modest but accelerating scale. Such a specialist in photography, competent to advise departments on the use of microfilm and to lay out and supervise the filming of both large and small files will be essential. If adequately equipped to carry on work of this type as needed, in the departmental office itself or within the records building as in a given case appeared to be most suitable and efficient, he could render valuable service. One important feature of that service would be the continuous retention of the exposed films in custody even during processing. When substituted for the present practice of departmental contracting with commercial firms, a central microfilming service at the State Records Office should effect substantial savings. If time, experience, and scientific development should substantiate the expressed beliefs of the more enthusiastic advocates of microfilm, the photographic staff might one day become central in the records office and present estimates for staff and for space needed for storage might require drastic revision. 77

#### IV. THE MAINTENANCE OF COUNSEL SERVICE TO CARRY LETTERS AND PARCELS DAILY BETWEEN ALBANY AND NEW YORK CITY MIGHT WELL BE ONE FUNCTION OF THE STATE RECORDS OFFICE.

Sheer weight of population has centered much state business in New York City and departmental offices there are now so large and numerous that maintaining essential contacts between parent offices in Albany and the New York City branches involves increasingly heavy expense for postage and express. In no one state agency have these charges mounted sufficiently high to warrant

separate departmental arrangements for the transfer of such materials, though at least one office has studied the matter, but for the state government as a whole the figure must be sizeable. A State Records Office of the type here proposed, an interdepartmental service agency concerned with all problems involving state records, could logically become the centre for such a service. Providing a suitable terminal in the proposed records building at Albany would not be difficult and a similar terminal could be set up in or near the State Office Building in New York City. The buildings containing state offices have their own systems for the internal distribution of mail and packages, and the need is but for rapid transfer between mail rooms in Albany and mail rooms in New York City.

Such service would ease the problem of housing less active files accumulated in the New York offices, also. The assurance of speedy service to New York City on files in the Records Office at Albany would make possible numerous transfers not otherwise practical. It seems obvious that such transfers would effect savings, since the central records staff in the central records building could render service more cheaply and more efficiently than could reasonably be expected from any records storage facility now anticipated in the larger city.

Federal statute forbids competition with the mails and makes illegal courier service maintained by contract carrier; however, state-owned trucks operated by state employees would violate no postal regulations. The run is sufficiently short to make overnight shuttle service entirely feasible, delays inherent to big terminals would be short-circuited, and the State Records Office could provide faster service than is now available even while

reducing cost.

Further study of this proposal will be essential before a decision so important to the transaction of state business is reached, but preliminary discussions with departmental officials indicate that the matter deserves serious consideration.

V. THE STATE RECORDS OFFICE COULD POSSIBLY BE PROVIDED SIMPLE BUT SATISFACTORY QUARTERS AT REASONABLE COST BY EXTENDING DOWNWARD THE BASEMENT OF THE NEW OFFICE BUILDING PROPOSED FOR THE STATE EDUCATION DEPARTMENT.

Tentative plans now current for a long, low, and narrow office building to be erected on the St. Agnes School property at the rear of the State Education Building on the crest of the steep bank which shelves down abruptly some thirty feet from Dix Street to Sheridan Avenue might be revised and expanded to provide housing suitable for the State Records Office. As projected, the building is to provide needed additional office space for the State Education Department and would cover an area approximately 530' by 63'. The sharp northward slope of this site, combined with the clay soil, presents a real problem in establishing a secure foundation for the proposed building. Clay extends down approximately 140 feet before rock is encountered. The Capitol, located a few score yards south, yet lacks a central tower originally planned but omitted by builders who feared to add more weight, while the thirty-three story State Office Building, resting on piles and a mat, is reported to have settled several inches. The possibility of landslip at the edge of the ravine is not to be lightly dismissed.

If test borings show the possibility for a solid foundation

here, the location of the State Records Office on this site would be strategic. Proximity to the State Library is most desirable; for both employees and visitors access could be easy from the buses and trolleys on Washington Avenue, and adequate parking could easily be arranged; furthermore, the spot is so central to the various state offices as any which could be secured. Necessary storage space could be provided by extending the basement of the proposed building clear down to the level of Sheridan Avenue, incidentally securing at that level an excellent entrance for trucks. Drainage here is perfect, and along the northern side of the building would be ample room for the expansion which must always be considered in planning records depository.

By thus inserting the space needed for storage under the space needed for additional offices, the problems of possible settling and landslip might be solved. Since in this area the surface of bedrock appears to lie level or approximately so, it may turn out that piles or caissons driven through the clay would come to rest on solid rock at a depth of fifty or sixty feet beneath the pavement of Sheridan Avenue as it runs along the bottom of the ravine.

A few of the administrative offices and the public search room would need to be located in higher quarters accessible to the public, but the slope would permit adequate and well-lighted working quarters below the main floor, and the great bulk of the space created in the basement several stories in depth, while unsuited to other uses, would be ideal for housing records. The best modern practice is to provide for such use windowless space in which both temperature and humidity can be kept constant. Highly important, too, are the considerations that the site is immediately available and that a building so simply constructed should be low in

first cost and, being close to both the central heating plant and the State Education Building, cheap to operate. More extensive discussion of this proposed building will be found in Section 3 of this report.

VI. SPECIAL CASES REQUESTED, ALL OF THE LIES ACTIVE STATE RECORDS SHOULD BE CENTRALIZED IN THE STATE RECORDS OFFICE.

Logically, to gain ease of reference and maximum security, the storage of state records in Albany should be reduced to two locations: (1) the respective offices in which the records are created and where they are actively used; and, (2) the State Records Office. Inactive files in office quarters, in departmental basements and attics, and in records warehouses should be eliminated. Common sense will prevent the arbitrary application of this logic to offices where it would upset established and satisfactory conditions, but centralization should be the ideal.

Files in active use are of necessity maintained in efficient cleanliness and order. It is in storage of the cubbyhole and subcellar varieties that dirt and disorder creep in to later demand long grimy hours of restorative labor from the staff of the Records Office. The aim should be to skip the dingy and dangerous half-stage and proceed directly from order in a file room to the same order, with all permissible reduction in bulk, in systematically arranged quarters with competent searchservice ever available.

From these principles certain policies would follow:

1. Any files of records not in active use but possessing sufficient value to deserve a fate better than immediate destruction should be removed to the State Records Office. Not age alone, but lack of active use and need for orderly preservation should be the basis for removing files from operating offices.

*Very important  
current records  
on court, medical, law  
- 2. file records  
- copy. refs*

Certain files, rarely used but waiting for a set period to elapse before routine destruction becomes wise and legal, should be provided for in a special transient section. From this section at set periods the oldest files would be removed for destruction as files just becoming inactive were being moved in from the creating office. Once established, such a flow of records would become largely automatic, saving dividends in ease of reference and in office space freed for active needs.

3. The sentimental attachment which may be felt by certain offices for particular files, files treasured and valuable but infrequently consulted, should be persuasively overcome so as to provide more adequate protection for priceless records while freeing space needed for more immediate and active affairs.

#### VII. SO FAR AS IS PRUDENTLY POSSIBLE, RECORDS SHOULD BE MADE AVAILABLE FOR SCHOLARLY RESEARCH.

While first emphasis must be placed upon meeting immediate problems of records administration, from the very beginning, and increasingly as the State Records Office becomes established and oriented among the agencies of state government, effort should be exerted to make available for scholarly use all records not confidential in nature, always with proper respect for the very serious problems of courtesy and law involved. Once centralized, the various series should be arranged systematically, each in its own original order of filing, equipped with such additional finding mediums as may be needed to supplement those provided at the office of origin, and made accessible not alone to state officers pursuing their official duties but also, under properly guarded conditions, to all accredited persons pursuing legitimate investigations. Thus could be brought to usefulness rich primary sources of information now scattered and inaccessible in obscure and disordered storerooms. Not only would masses of the older materials, the traditional



*How about  
co records*

"archives", become available for research, but many relatively recent files might yield illuminating data regarding problems equally vital and possibly even more immediate in importance.

VIII. THE STATE RECORDS OFFICE SHOULD BE A SERVICE AGENCY, USEFUL TO OTHER BRANCHES OF THE STATE GOVERNMENT AND TO THE GENERAL PUBLIC AS WELL.

Such a State Records Office as is here projected would serve the needs of every person who has occasion to deal with the less active records of the state. It would relieve busy state officials of annoying problems relating to the disposal or the preservation of their files, as they become less active, since the records staff would schedule such matters neatly and handle them with routine ease. Working with the State Historian and through its own search and reference staff, the records office would soon develop an expanding service to persons pursuing their individual searches, opening new vistas for writers of state and local history in particular. For serious scholars in a variety of fields it would throw open for use basic materials great both in volume and in value. Most important of all, for every citizen of the state it would provide the comforting satisfaction of knowing that his own interests are protected and that the story of New York's past, the official records of her progress and growth, rest in guarded security.

## Section III

FEATURES OF CONSTRUCTION AND DESIGN ESSENTIAL FOR FUNCTIONAL  
EFFICIENCY IN THE PROPOSED STATE RECORDS OFFICE

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Archives buildings, even the National Archives at Washington and those state buildings built still more recently, are in design library buildings with varying degrees of modification adapting them to use with records. Certainly any records building has many functions which parallel those of a library, but the establishment here proposed diverges sufficiently from the library pattern to demand departures in construction and design somewhat more radical than have yet been attempted; in many aspects it resembles a warehouse. In planning such a structure, much can be gained by avoiding the shortcomings developed in existing records buildings and much more from such thoughtful study of the work procedures followed in handling records as will make possible molding the structure to the function intended. The following discussion sets forth certain basic considerations which should influence the design. The dimensions suggested are taken from the tentative plans drawn by Mr. Norman Sturgis after extensive investigation of the problems involved and following visits to the National Archives and to some of the leading state archives.

#### AREAS FOR HOUSING RECORDS

Vast portions of the space contained within the walls of a records building are devoted exclusively to housing files in maximum security and with such arrangement that members of the staff have ready access to every item. It is important that such areas be designed to place every filing box and case where it can be reached directly by corridors carefully laid out; it is important that these corridors be sufficiently wide to permit the operation of push-trucks and skids; and it is important to maintain the maximum of flexibility as to the types of containers in which files can be conveniently retained. In practical operation, flexibility in equipment becomes most important, since records vary widely in type and condition and since no one type of record container can be ideal for all types under all circumstances. For certain records, more particularly for such as are in the form of bound volumes, fixed library stacks of the standard types are quite satisfactory; for other files steel cases with sliding drawers, the efficient and handy type of vertical file found in every modern office, are excellent; while for still other needs cardboard containers of one variety or another, large or small, plain or fancy, cheap or elegant, designed for vertical filing or for flat filing, prove to be exactly suited. Flexibility sufficient to permit a choice among diverse types of containers, providing the ability to take in a huge quantity of material in the varied receptacles in which it may be found, to retain it in those original containers until such time as reboxing becomes possible, and in reboxing to choose the type of container exactly suited to the file and to the uses which it may logically be expected to serve, such flexibility greatly increases the efficiency of a records office. No existing establishment has wholly succeeded in securing such flexibility, but the ideal is approachable.

For a limited portion of the building the standard types of fixed library stacks, if not excessive in cost, would prove useful,

*Size of vault limited  
- Net Size & Subject Area*

*Speed*

but for present and anticipated needs in Albany the great bulk of the records areas should be constructed warehouse fashion with a clearance of seven feet, or at most seven and one-half feet. This height places every box and package within easy reach without resort to stools or ladders. Floors must be capable of bearing a heavy live load. This construction will entail the use of heavy steel posts, well insulated against the danger of fire, at intervals of approximately twenty feet. A room 60' by 80', a reasonable size for housing records, would thus contain six of these posts. In areas of this type boxes, bales, bundles, and free-standing equipment of every type could be housed in such combinations as might prove necessary or desirable.

The National Archives is developing stack equipment of a promising type. With slight expenditure of time and labor, equipment of this new type could be installed in or removed from records areas built in the warehouse style. It would make possible quick and simple shifting from free floor space with standing equipment to shelving of approximately the standard library type, with the shelving spaced exactly to fit the needs of the material involved. The advantages gained from such free choice would be marked, and it is encouraging to know that there seems a good chance that equipment thus efficient may become available from commercial manufacturers.

Air-conditioning must be provided for records areas. For the best preservation of records, light should be excluded, humidity held close to 50, and temperature kept constant at approximately 70 degrees F.

Records require what at first glance appears to be an unreasonable amount of space. Too commonly in the past the floor area necessary to accommodate adequately a given volume of record material has been set too low, resulting in the rapid congestion of space estimated as sufficient to house the accumulations of many years. Experience now enables us to generalize and avoid such errors. To establish a clear basis for the discussion of this topic, it should be explained that as increments of records are received at an archival establishment they are carefully measured and their volume recorded. The volume is recorded as net volume, disregarding the volume of the container. It is with such net figures that this discussion will deal. As an example, the typical steel file drawer can be reckoned to hold 1 1/2 cubic feet of records and the ordinary 4-drawer office files as holding 6 cubic feet. By measurement of the outside, the volume of such a file case will be computed as being close to 12 1/2 cubic feet. Thus even with a type of container so efficient as to the universally-used 4-drawer filing case, the ratio of space occupied to actual records contained is greater than 2 to 1; in other words half the storage space is lost in the equipment itself. Volume of equipment and net volume of records are very different things.

There is also need for clarity in stating just what is meant by areas used for housing records. Any archives or records office requires administrative offices and working quarters of

Various sorts. The estimated requirements for such space are discussed else where, item by item. In speaking of records areas, all these requirements are taken as having been met, and records areas as here discussed consist of rooms used exclusively for the housing and servicing of files. However, by no means all of this space will be available for records containers, solidly packed. While capacity can be increased by good design, allowances, big allowances, must be made for essential facilities. There will be elevator-shafts and stair-wells, space for a desk here and there where a searcher can sit to examine a box or a folder; there will be bulky ducts from the air-conditioning system, and above all, there will be corridors and cross-corridors of width sufficient to accommodate laden hand-trucks and skids, and there must be aisles for the passage of clerks between rows of tiered records, aisles wide enough to allow convenient passages for a person carrying a bulky volume or a file box, and in many cases wide enough to permit the operation of sliding drawers. It should be noted that the standard file case occupies, but some 5 square feet when closed but, with its sliding drawers, demands about 8 square feet for operation, even ignoring the space necessary to make it accessible through aisles and corridors. In the present discussion of records areas, administrative and working quarters are ruled out, but records areas do include such essential facilities as have been mentioned in this paragraph, facilities which must be provided if files are to be reached and serviced with ease and efficiency.

On this basis, then, the available figures can be considered. As to the capacity of the National Archives Building in Washington The First Annual Report of the Archivist, for the year 1934-35, page 9, gives basic figures. The net area available for records is just short of 758,000 square feet. Because of the construction of this particular building, the net figure was computed as excluding "division offices, stack elevators, circulation, and the like". It was computed that 7,153,821 cubic feet will be available for stack equipment for documents. The rest of the space will be required for passageways around the stacks". It was assumed that the building would hold some 2,000,000 cubic feet of records, but 2,000,000 cubic feet available for stack equipment and 2,000,000 net cubic feet of records have proved to be two very different things.

Already this building is filled close to capacity and every effort is being made to conserve space and raise the total volume. The Eleventh Annual Report of the Archivist, for the year 1944-45, page 40, reports:

The records-storage capacity of the building was estimated in the last two annual reports at 900,000 and 975,000 cubic feet, respectively. The difference between these two estimates was due to the discovery that by double shelving and other devices more records could be packed into the equipped stack areas.

Later on the same page, it is stated that by various measures, including "the conversion into stack areas of certain corridors and a part of the moat that surrounds the building", the

capacity could be stretched to approximately 1,100,000 cubic feet. From these figures it becomes obvious that a records area of 758,000 square feet, exclusive of stack elevators and air-ducts, has been made to hold something under 1,000,000 net cubic feet of records. Figuring this to a ratio, the result appears as 1 to 1.3; one square foot of records area can, it is hoped, contain 1.3 cubic feet of records.

The State of Illinois possesses one of the largest and best of the buildings for state archives. From blueprints, from an article "The Illinois State Archives Building" in The American Archivist for April, 1938, pages 78 to 90, and from data furnished by Miss Margaret C. Norton, State Archivist of Illinois, it becomes possible to compute the storage ratio for the Illinois building. The sum total of the records areas approximates 73,000 square feet. Storage is chiefly in custom-built, vertical file cases which closely resemble standard office equipment. These cases are deeper than standard, 30", and higher than is usual, running up to 6 drawers, so high that ladders are used in servicing the upper drawers. Miss Norton computes the capacity of the vaults at 6,520 of these filing cases, legal size, or 39,120 drawers. Allowing 2½ cubic feet of records for each drawer (an extremely high capacity), Miss Norton computes for these cabinets a total of 97,800 cubic feet. In addition, there are certain areas which will not hold cases efficiently but which will accommodate shelving; Miss Norton computes such space as being capable of holding approximately 3,500 cubic feet of records. Thus the total capacity of the Illinois building would be 100,000 cubic feet on an area of 73,000 square feet, and following these figures the storage ratio would be nearly 1.4.

This figure of 1.4 is undoubtedly somewhat high, since Miss Norton estimates a legal file drawer 30" long as having a capacity of 2½ cubic feet. A legal sheet measures 14" x 9" and has an area of .9 square foot. A 30" drawer could hold but 2.25 cubic feet of such sheets even if tightly packed. For efficient operation 2, cubic feet per drawer would be the top capacity, and computed on this basis the figures are more realistic. The 39,120 legal-size drawers would contain 78,240 cubic feet, and adding the 3,500 cubic feet of shelved records would give a building capacity of 82,000 cubic feet and a storage ratio of 1.12.

In planning record areas these figures are of utmost significance. At Washington a building with a capacity estimated at 2,000,000 cubic feet is being stretched by every device in the hope of getting in 1,000,000 net cubic feet of records; at Illinois a building with a capacity estimated at 140,000 cubic feet will hold approximately 82,000 cubic feet. It is now established that large areas are necessary if records are to be efficiently housed and serviced. The hopeful feature is that records areas need be but seven feet in height.

The rule of thumb used by archivists in estimating the volume of records contained in a storage room filled to capacity is that one square foot of area will hold one cubic foot of records.

At the National Archives the best ratio hoped for is 1.3, and at the Illinois Archives the ratio appears to be definitely below 1.2. In making plans for housing New York's records, therefore, it will be unsafe to anticipate a ratio above 1 1/4, and probably 1.2 would be a more realistic figure.

This ratio is central to planning. In Section I of this report there has been presented the estimate that if records office of the type proposed were at present available and operating smoothly the departments would add to it 150,000 cubic feet of permanent records. Winning acceptance for the project, securing an appropriation, drawing detailed plans, and constructing a building may well occupy a span of five years, five years which will be marked by further rapid growth of files. Ultimately and inevitably every records office finds expansion of its building essential, but plans should be so laid that expansion will be unnecessary for a reasonable period, perhaps not for twenty years. Weighing all these factors, it would seem wise to plan records areas totalling 330,000 square feet. Allowing for a clearance of 7 feet and a beam and floor thickness of 2 feet, the records areas would total 9 x 330,000 and require approximately 3,000,000 gross cubic feet of building.

#### FACTORS FOR PROCESSING RECORDS

##### The Loading Dock

Records in transit require protection from both the elements and from pilfering, and enclosed vans and a securely-sheltered loading dock are essential. At the dock facilities for at least three trucks will be needed, with provision for both rear-loading bodies and the side-loading bodies now becoming popular. The courier service to New York City, if incorporated with these plans, will require its own space at the dock, and there must be space for at least two other vehicles. To save the expense of garage space elsewhere, records trucks will stand at the dock during their idle hours, promoting quick service and efficiency by their convenient accessibility. There will need to be an outer door ample in width, simple to operate and secure and tamperproof. The loading dock must be separated from the main part of the building by a heavy firewall pierced by side-opening, fire-resistant doors.

In the preliminary plans drawn by Mr. Aturgin, the dimensions for this section of the building are approximately:

Loading dock proper: 118 ft. by 10 ft.  
Enclosed driver: 118 ft. by 22 ft.

## Intake Storage, Fumigating, and Cleaning

It will be necessary to provide a great deal of working space directly off the loading dock. Frequently incoming records will be infected with molds and mildew, with silverfish and other species of paper-eating insects, even with rodents. To prevent introducing unwanted forms of life into record areas with subsequent risk of damage, fumigation of all files becomes necessary. Accumulations of dust also present a problem with files which have long been inactive. This can be efficiently removed by employing a combination of compressed-air nozzles, to whisk off the dust, and a vacuum hood to draw dust away from the operator. These processes make demands for space.

The apparatus used in fumigation and in cleaning is bulky. Neither process can progress at high speed and at those times when records are flowing in with considerable volume, boxes, bundles, and papers will tend to pile up awaiting treatment. Space will be in demand for temporary storage of such incoming materials and also for maneuvering among them heavily-loaded hand-trucks. At times it will become necessary to vacate hurriedly storage quarters which are rented or hazardous, or both, and room will be required at just this stage for holding unfumigated and uncleaned records until such time as they can be rendered suitable for final processing upstairs.

This basement area will be active as files flow through from the loading dock, are given preliminary processing, and then are forwarded for later stages of preparation. In this same area, too, there will need to be installed a shredder and a baler for use in disposals. Here records will be mutilated to prevent any possible leakage of information, baled, and shipped to market. For the laborers of the State Records Office this will be the chief workroom, and space will be needed here or close by for storing the ample supply of dollies, skids, and hand-trucks which they will require in shifting files and boxes. Particularly during the first year, demand for space here will be intense. Later, as the flow of incoming records tends to slacken, it may prove possible to assign part of this space for the storage of spare equipment or even to use it for certain less permanently valuable files.

The dimensions for this working space as laid out in the preliminary plans drawn by Mr. Sturgis are approximately 68 ft. by 60 ft.

*Also photostat, straighten*  
**The Photographic Workrooms** *were not only for camera but for enlarging apparatus, etc. of paper, chemicals, etc.*  
 With microphotography becoming practical as a means for preserving records essential but infrequently-used, it will be possible to send certain files from the cleaning tables directly down the corridor to the photographic workrooms. Space reduction possible by microphotography can eliminate some 95% of the bulk of certain files and yet leave them available for reference, on film, while the original paper can be sent through the shredder and out as scrap. There seems little question but that microphotography will come increasingly into use in preserving records, *Protect, repair, ing, ending, again*



and it follows that ample quarters should be provided for photographic processing and also for the housing of film.

Proximity to the point of records intake, simplicity of the essential plumbing connections, safety from the danger of accidental flooding of records areas, freedom from the vibration which can be troublesome with sensitive cameras, and absence of the disturbing and uncontrolled factor of natural light, would all indicate that photographic quarters should be located on the bottom level. To accommodate tall cameras, a height of at least twelve feet is essential, and to insure flexibility of operation at least two darkrooms will be required. There will be need to look forward to the day when, as a result of standardization and new and improved equipment and methods, photographic processes will find expanding use with records. This department can be expected to grow rather steadily. Before dimensions and arrangements for the photographic section can be more than vaguely set, it will be necessary to consult some person or persons experienced and particularly competent in these special techniques.

### The Elevators

For clerks engaged in searching files the sheer distances encountered in a large records building present real difficulties, but elevators strategically located can save miles of walking. Since file containers are always bulky, necessitating almost constant use of trucks, stairways become less useful than in a library. In major moves of records materials, skids much larger than book tracks are employed and freight elevators are essential for these and their heavy loads. To meet these special problems, sturdy elevators in carefully planned locations are essential. The expense of operators can be avoided by making their operation automatic. *Diagram in location*

If workrooms are to be located on different levels as they are in the preliminary plans presented with this report, the elevators become a particularly useful and important link in operation. To care for rush periods, and more especially to avoid the tie-ups which would otherwise come on the inevitable occasions when elevator breakdowns will occur, there must be two freight elevators, each large enough to accommodate skids heavily loaded with files. These elevators must give immediate and unobstructed entrance to each of the main workrooms, while easy access and adequate turning space must be provided on each of the other levels.

There must be in addition smaller elevators primarily for the use of the search staff, one near the quarters of the search staff and one central to the other portions of the building. Since in emergencies clerks can use the freight elevators, one service elevator in each location will suffice. The one in the most used portion of the building should give access directly to the service desk in the public searchrooms, to the charge desk directly below, and to each of the other levels. These service elevators will need to be sufficiently large to accommodate a large hand-truck and as many as three clerks, all at the same time, for a smaller size will be the cause of great inconvenience and delay. As with the freight elevators, control should be automatic.

*large enough to take light loads*

## Upper Workroom for Processing Records

Wherever practical, the processing of files being retired from busy offices of origin to the Records Office should be carried out at the latter establishment, removing disruptive activities from departmental working quarters. Transfers should be scheduled for the slow periods which come in the yearly cycle of nearly every state office and planned to create a minimum of disturbance. In the frequent cases where clerks familiar with a given file during its active years can most efficiently weed, arrange, and prepare it for retirement, it is feasible and entirely desirable for such clerks to be assigned to temporary duty at the records office. For processing, there should be well-lighted rooms equipped with sizeable tables, at least one room large large enough to accommodate several small and independent groups of workers with space left for the maneuvering of laden trucks and skids.

As fast as incoming records can be run through the fumigator and cleaned, they will be taken to a workroom and prepared for shelving. Many files will need to be removed from the cases and containers in which they are received in order to free that equipment for return and re-use at the departmental office from which it came. Other files will arrive in fragile, worn, or unsuitable containers, and reboxing will become necessary to render them secure and easy to handle. Few will be in such a condition that they can be stored without change; either for one reason or another, the majority of the incoming records will need to be shifted to new containers. Every file will need to be checked for order and completeness (a pre-induction examination), and each will need to be provided with properly standardized labels, registered on an accession list, entered on the appropriate finding medium, and assigned to a definite location in a records area. These procedures of checking, boxing, and preliminary bookkeeping will be continuous.

In the preliminary plans, the main upper workroom has an area of approximately 4150 square feet.

### Small Special Workroom

The smaller workroom adjacent to the main upper workroom will serve a variety of special needs. Here, on occasion, highly confidential files can be processed under conditions of exceptional security. Here, at other times, files sent from a departmental office can be arranged, set up for filming, and fed to the operator of a high-speed type of microfilm camera by clerks assigned from the originating office. For such special tasks and for many others the smaller workroom will be needed. When not required for such uses it will serve as added space for the routine processing of incoming records.

In the preliminary plans the dimensions of this special workroom are approximately 25 ft. by 25 ft.

### Storage Room for Files in Process

The flow of incoming records will frequently be uneven, dominated somewhat by chance and necessity. Just as space must be provided near the loading dock for the temporary storage of files awaiting fumigation and cleaning, so also, near the work-rooms, space must be allowed for files cleaned and fumigated but awaiting further processing. Here also will be held briefly files which have been reboxed and are awaiting labels and/or transportation to their assigned stack locations. Speed in processing files, the rapid intake and the accuracy of handling essential to good records service, will be promoted by the ordered work-flow which can be established through the use of convenient and adequate temporary storage at strategic points.

In the preliminary plans the dimensions of this room are approximately 30 ft. by 65 ft.

### Office for the Chief of Records Intake and Processing

Under the direction of the State Archivist, the Chief of Records Intake and Processing will have charge of arrangements with departmental officials for the disposal or transfer of files no longer essential to the originating offices. He will bring to the Records Office and process accepted files up to the stage when they can be turned over to the Chief of Search Service. Just where that stage will come will be a matter of adjustment on the basis of trial and experience, but a logical point would seem to be reached when the preparation of box lists and finding mediums starts in the workroom. The Chief of Records Intake will be a principal "front man", meeting officials from a variety of departmental offices, analyzing files and forwarding recommendations as to their retention in the office of origin, their transfer to the Records Office, their filing or their immediate or eventual destruction. He will be responsible, also, for the physical transfer of files, in charge of trucks and moving crews. Both the reputation of the Records Office for prompt and efficient action and the smooth functioning of the crew of laborers will depend very greatly upon his energy, administrative ability, and tact. His assignments will tie in closely with those of the Chief of Search Service, and the two offices should be located side by side, as they are in the preliminary plans. The Chief of Records Intake will also need to have easy access to the main outside entrance, for his own convenience and that of callers from the departments, he should not be far removed from the State Archivist, and he should be as central as possible to his working staff.

In the preliminary plans the dimensions of the office for the Chief of Records Intake are approximately 18 ft. by 20 ft. He can share a secretary with the Chief of Search Service, and for that secretary an office 12 ft. by 18 ft. has been provided.

QUARTERS FOR SEARCH SERVICE

Central Office for the Search Staff

To produce desired items with speed and efficiency, to deliver documents promptly to the persons or departments requesting them, to return items withdrawn to their proper positions following removal and use, and to maintain constant and firm control over all files received, these are among the central obligations of a records office. These functions fall to the search staff, a group consisting of assistant archivists and search clerks, with the Chief of Search Service directly in charge.

The control desk located at the entrance of the big room provided for the search staff will be a nerve center to which will flow all requests for information or for the use of documents or files. Every item coming from or returning to the records areas will be checked and recorded here to maintain proper safeguards upon records files. Items will be charged and statistics maintained currently. Most requests will be sufficiently simple to be handled as routine, but some will be less precise, more vague and general, requiring reference to individual members of the staff and treatment as special problems. The control desk should provide generous space for two attendants and must include a switchboard through which an inquiry can be relayed to any member of the search staff. Most requests will be received through this switchboard, but others will come by slips from the Search Room above or by mail or special messenger.

In the big room alongside the control desk will need to be provided desk space for the entire search staff. Searches among the files will keep these workers actively moving about in the records areas much of the time, but inevitably requests will come in spurts, with rush periods and dull periods alternating. At less busy hours, members of the search staff will be at their desks engaged in special problems of research, the preparation of finding mediums, the untangling of files received in bad order, or on the varied paper work which the system will entail. To provide for such intervals, they will require limited filing facilities and desks of ample size. Numerous telephone connections central location handy to both the elevators and the Public Search Room, and excellent lighting will be essential.

*should not be out in public*  
*Work space adjacent to records*

The location assigned in the tentative plans provides all these features and in addition would permit ready interchange of services between the search staff and the records processing staff in the workrooms adjoining. At rush periods in records processing, certain members of the search staff could help in the workroom, and conversely at periods when service requests flood the search staff, members of the processing staff could be drafted for making searches among the files. Most likely in practice the division between the two groups would never be sharp, and the office room may well come to provide desk space not for the search staff alone but as well for most of the professional and

clerical workers employed on this particular level of the building.

In the preliminary plans this room is located directly under the Public Search Room and has an area of approximately 2280 square feet.

#### Office for the Chief of Search Service

The Chief of Search Service will assign space and locations in records areas to the records of the respective departments and to individual series of records, he will direct the preparation and maintenance of finding mediums, and he will establish and supervise the processes of conducting searches among the files, of changing out documents and files for use in the Public Search Room, in the Special Studies, in the offices of the Division, and for issue to State offices outside the building. He will also have charge of returning items to their proper places in the files after use, and of removing and destroying such files as, after a period of preservation, may be judged to have become valueless. Of necessity he must be located close to his search staff, to the Chief of Records Intake and Processing, to the Public Search Room and the Reference Room, and not too far removed from the office of the State Archivist. The location provided in the preliminary plans, on the main level next below that of the Payer, gains all of these advantages. Its dimensions are 12 ft. by 20 ft.

#### The Photostat Room

Photostatic service, the furnishing of photographic copies of documents, will certainly be demanded by officials from the departments, by scholars working at the Records Office, and by correspondents who may be unable to visit Albany but who can work from photostatic copies of items touching their individual investigations. Space will be required for two photostat cameras, differing from each other somewhat in type, so as to provide the best possible reproduction for any one of the many widely-differing types of records.

Modern photostatic equipment can be operated successfully by a trained clerk provided with shelving and a sink. A darkroom is not essential. Because the process is thus simple, and because this service is so closely connected with the work of the search staff, much can be said for locating the photostat room close to that staff as provided in the preliminary plans. It is also true that, despite its simplicity, photostating is a photographic process and could well be housed with the other photographic activities on the bottom level. Before definite plans are drawn, expert advice should be secured on this point. The dimensions set in the preliminary plans are 25 ft. by 30 ft.

## PUBLIC ROOMS

### The Foyer

For the public, entrance to the State Records Office will be through a Foyer which should be sufficiently high and spacious to give an impression of dignity. This room will be in no sense a museum, but it should contain a few exhibition cases, probably set into the walls, in which could be made available for the inspection of visitors particularly rare, interesting, or timely items selected from the files. In the preliminary plan the dimensions of the Foyer are approximately 48 ft. by 30 ft.

### The Checkroom and Guard System

Constantly to be guarded against will be unauthorized entry to records areas and to working areas, and the theft of items used by visitors in the Public Search Room. The latter evil can be controlled in various ways, partly by requiring that persons visiting the Search Room for purposes of consulting records materials check coats and brief-cases before entering. Since no great crowds of searchers need be anticipated, a checkroom of modest size will serve. However, its location is very important; in the preliminary plans it has been so placed that the guard who protects the Foyer can issue checks while also watching the entrance to the elevator and that to the stairway leading down to the records areas. In every records establishment 24-hour guarding is essential, but careful design makes it possible for one guard to cover all points of danger and at the same time to serve as checking clerk.

### The Public Search Room

Having entered the Foyer and checked his hat, coat, and brief-case, the inquirer will be directed to the Public Search Room. Here he will confer with attendants and such clerks and archivists as seem to be needed to start him intelligently on his investigation. In due course he will be provided with the files and portions of files he needs to consult, and will spend as much time as he wishes in perusing them at a table in the presence of watchful attendants. The number of persons visiting an archival search room will ever be far smaller than the number visiting the reading room of a library, for books hold a more general interest than can records, but each visitor to the search room can normally be expected to spend a protracted period at his investigation, hours, days, even weeks and months. Also, most investigators will need to spread out documents and working papers. It follows that a search room needs somewhat bigger tables, with somewhat fewer chairs at each table, than does a library reading room; otherwise problems are similar. In a state so old, so large, and so central as New York, many persons will wish to consult its stores of records, and space in the Public Search Room should not be axiomed. The dimensions in the preliminary plans are 35 ft. by 55 ft.

## The Reference Room

The basic character of records is that each document is unique, the only one of its kind in existence. This fact makes cataloging of the type common in libraries impossible in a records office. Finding mediums can be developed in a variety of types as needed, but for the casual searcher unfamiliar with a particular establishment these finding mediums are less immediately helpful than are standardized library catalogs. For most searchers, these guides need the interpretation of staff members familiar with the holdings. Conferences regarding the desires of individual searchers are therefore constantly required, and to care for these and to guard the Search Room from the disturbance of conversation, it becomes wise to place reference guides and finding mediums in a smaller room alongside the Search Room.

In the preliminary plans the Reference Room measures approximately 20 ft. by 25 ft.

## The Divisional Library

For solving problems involved with departmental records and also in research and editing, members of the Division will have frequent need for certain volumes, printed statutes, departmental reports, and standard works of reference. These should be available in a reasonably central location. In the preliminary plan this need has been provided for by a room located directly above the Reference room and of approximately equal dimensions.

## The Room for Microfilm Readers

*Why not  
microfilm?*

With microfilm coming more and more into use in records establishments, the problem of providing and servicing the optical instruments known as microfilm readers becomes serious. Because it is a greatly reduced from its original size, the image on a film is ordinarily illegible to the naked eye and readers are a necessity if filmed records are to be consulted. At present readers are sufficiently complex to require limited basic instruction and a certain amount of continuing supervision and assistance when they are in use by the normal run of searchers. Since eyestrain is lessened when film readers are used in a darkened room, and since in general users of microfilm require frequent individual attention from attendants, in the preliminary plans space for readers has been provided where it will be sheltered from natural light and also where it will be convenient to the service desk. Estimating not extensive the demand for the use of film readers may become difficult, but more files are constantly becoming available on reels, and certainly space should be provided for at least six readers, eventually. If undue crowding is to be avoided, each reader should be allowed about 18 square feet of floor space, and there must also be space for the passage of attendants. In the preliminary plans the dimensions for this room are approximately 19 ft. by 19 ft.

## The Six Small Studies

Scholars frequently arrive at a records office with very definite research aims and with but limited time to accomplish their ends. Since records can be used only on the premises, for such searchers the working hours normal to the operating staff mean exasperating delay, loss of precious hours, and added hotel expense. The need for providing the uninterrupted work-hours desired by such scholars is very real.

The six small studies located directly below the main level and adjacent to the elevator shaft are designed to make possible the use of records material by accredited scholars at any hour of the day or night while yet the documents are kept guarded and safe. Following an interview and an investigation, or following arrangements made by mail in advance, a visitor, if approved by the State Archivist, would be issued a pass and the key to one of these studies. He would be asked to list the files needed for his research, and those files, or reasonable portions of them, would be properly charged and placed in the locked study. Upon request, during the period stated on the pass, guards and watchmen would permit the investigator to enter the study level. During such hours as the staff would normally be off duty, certain passages would be locked, permitting holders of study passes access only to the battery of studies, to the adjacent toilets, and to the stairs leading to the exit above.

Dimensions of each of 5 studies: 10 ft. by 10 ft.

Dimensions of one larger study: 14 ft. by 10 ft.

## OFFICES FOR THE ADMINISTRATIVE STAFF OF THE DIVISION OF ARCHIVES AND HISTORY

The Records Office here proposed would be but a portion of the Division of Archives and History, an expanded but closely integrated portion. In designing the building, plans must be made to house the entire Division and to make possible its continued functioning as a unit. The administrative offices will need to be accessible to the public and to each other. In the preliminary plans they have been grouped about the Foyer and the Public Search Room, a compact and convenient grouping.

### Office of the State Historian

The State Historian acts as Director of the Division of Archives and History and is responsible for the administration of the State Records Office and for the other activities of the Division. His office must be central and accessible to other officials of the State Education Department, to the many persons who come for interviews regarding the activities of the Division, and to members of the staff. It has been located off the Foyer and on the level of Elk Street. The adjoining office is designed to serve for either one or two secretaries and to provide also for the reception of callers and for essential working files.

Dimensions of office: 25 ft. by 16 ft.

Area of L-shaped office for secretary: 420 sq. ft.

*file  
table  
typewriter  
elaborate  
chairs*



## Offices for the Associate Historian and the Senior Historian

Anticipated expansion in the work of the Division will require increase in personnel, and offices for these assistants, close to that of the State Historian and so located as to permit sharing the services of his secretary, have been provided.

Dimensions for Associate Historian: 20 ft. by 15 ft.  
Dimensions for Senior Historian: 16 ft. by 15 ft.

## Office of the State Archivist

The State Archivist, having immediate charge of the State Records Office, will need to be in close touch with the State Historian and also with the diverse activities of the Division. He must also be accessible to officials from the departments and to visiting scholars, available for interviews regarding both minute problems of research and the more general problems of records administration. Also he will need ready access to the Search Room and to the working quarters of the staff of the Records Office. In the preliminary plans his office has been placed on the Elk Street level, off the Foyer and directly opposite that of the State Historian, where he can readily make the essential contacts. The adjacent room for his secretary is designed not alone for secretarial routine, for receiving visitors and for containing essential working files, but also to make possible during brief emergency periods, the guarding of the entrances to the records areas below.

Dimensions of office: 25 ft. by 16 ft.  
Area of L-shaped office for secretary: 396 sq. ft.

## Office of the Supervisor of Public Records

From the nature of his work, the Supervisor of Public Records operates largely through correspondence and by visits to the field. Therefore, it becomes possible to place his office in a situation slightly remote and on the level above that of the Foyer. It will be entirely practical for his secretary to share an office with the secretary for Historic Sites.

Dimensions of office: 20 ft. by 14 ft.

## Offices for the Supervisors of Historic Sites

Care of state-owned historic sites, increasingly important in the work of the Division, is placed under the Supervisor of Historic Sites, aided by a Senior Maintenance Supervisor of Historic Sites to whom are delegated matters of physical upkeep. Their correspondence and the essential bookkeeping are handled by one secretary. For this branch of the Division a compact suite of offices is provided on the level next above that of the Foyer. The secretary will share her office with the secretary of the Supervisor of Public Records.

Dimensions for Supervisor: 20 ft. by 20 ft.  
Dimensions for Maintenance Supr: 18 ft. by 15 ft.  
Dimensions for secretarial office:      ft. by      ft.

### The Conference Room

The summer institute for local historians, planning groups within the Division, sessions for training staff members, and other less routine groups will bring frequent need for a small conference room. Such a room has been provided on the level next above that of the Foyer. It is so located as to be convenient for the purposes of the Division and also for occasional use by groups from offices of the Education Department located in other parts of the building.

Dimensions: 30 ft. by 25 ft.

### WORKSHOPS, EQUIPMENT STORAGE, AND AIR-CONDITIONING EQUIPMENT

On the bottom level there will need to be rather extensive storage space for new records cartons awaiting use, for spare stock equipment, shelving, and such. There will also need to be at least one small shop, perhaps several, with closets and a workbench, for the convenience of carpenters, plumbers, electricians, and painters. The amount of space required for air-conditioning equipment will certainly be large. Very likely the greater part of the bottom level will be required for facilities of these types, but until plans are well advanced no definite layout of space will be possible.

*Heating  
Transformer Vault*

## SUMMARY OF SPACE REQUIREMENTS

N.B. All figures in this table are approximations, being scaled from the plans and roughly computed. The totals given here are for the Division of Archives and History only, and disregard utterly such portions of the proposed building as provide additional space for offices or other divisions of the State Education Department.

TOTAL AREA NEEDED BY THE DIVISION . . . . . 359,400 sq. ft.

## FOR OFFICES, WORKROOMS, ETC.

## Bottom level

Intake, fumigating & cleaning. . . . . 5,500

Photographic workrooms . . . . . 1,400

Equipment storage & misc. . . . . 2,400

## Sixth level

Workrooms, offices & misc. . . . . 7,800

## Seventh level

Foyer, search room & offices. . . . . 7,800

## Eighth level

Conference room, divisional

library & offices. . . . . 4,500

TOTAL FOR WORKROOMS & OFFICES 29,400 29,400 sq. ft.

AREA NEEDED FOR HOUSING RECORDS 330,000 330,000 sq. ft.  
359,400 sq. ft.

TOTAL GROSS VOLUME OF BUILDING NEEDED  
FOR DIVISION OF ARCHIVES AND HISTORY 3,322,800 cu. ft.

For offices, workrooms, etc.  
(12 x 29,400) 352,800

For housing records  
(9 x 330,000) 2,970,000

## DEFINITION OF "RECORDS"

This essay on the status of public records under the existing laws of New York State may be summed up concisely in the following

## RECOMMENDATIONS

1. Since the definition of public records which is given in Section 1194 of the Education Law is generally satisfactory, it is recommended that that definition of public records, that is of records open to public inspection, remain unchanged.
2. Since under present New York law a great volume of records existing in public offices but not held open to public inspection are of a somewhat vague legal status, and since this uncertainty leads to danger that valuable materials may be destroyed without due consideration of their possible enduring value, it is recommended that the ambiguity be cleared by inserting in the Education Law, possibly through an addition to Section 1194, a comprehensive and comprehensible definition of "records", a definition designed to include public records and much more, patterned after the wording of the Federal Disposal Act of 1943, which reads in part:

... the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data preserved therein.

3. Since this comprehensive definition of the word "records" might leave Section 66 of the Public Officers Law open to such interpretation that, excepting where specifically closed by statute, every record file in every public office would be thrown open to public inspection, it is

*Provisional  
unless designated by law  
as confidential*

recommended that in Section 66 the wording be changed so as to require an official to produce only such documents as fall within the definition of "public records".

#### ON THE NEED FOR DEFINING PUBLIC RECORDS

There exists a great need for clarifying the status of the files accumulated in the various offices of the State of New York, files frequently referred to as comprising "the public records". The word "records" is most troublesome. Hilary Jenkinson, prominent English archivist, has expressed the difficulty by writing that the term is highly technical and narrow in its correct sense and exceedingly loose in its ordinary usage.\* Consideration of the legal aspect of

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Jenkinson, Hilary, Manual of Archive Administration, London, 1937, p. 2

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The term quickly reveals that the law of New York sets limits which would exclude most of the filed material to be found in the offices of the state from being properly called "public records". Section 1194 of the Education Law reads:

In construing the provisions of this chapter and other statutes, the words "public records" shall, unless a contrary intention clearly appears, mean any written or printed book or paper, or map, which is the property of the State, or of any county, city, town, or village or part thereof, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the State or of a county, city, town or village has received or is required to receive for filing.

At once this would bar from classification as "public records" correspondence, memoranda, and many other highly significant items on file in public offices and intimately connected with the conduct of public business, since papers of these types have neither been made under direct legal mandate nor formally filed for purposes of recording. It is obvious that those who drew this definition had in mind such items

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At once this would bar from classification as "public records" correspondence, memoranda, and many other highly significant items on file in public offices and intimately connected with the conduct of public business, since papers of these types have neither been made under direct legal mandate nor formally filed for purposes of recording. It is obvious that those who drew this definition had in mind such items

as dockets, minutes, and journals of judicial and legislative bodies, account books of public officers, and the entries in registers of vital statistics and real estate transfers, all of which by long established custom as well as by statute are undoubtedly "public records", kept in public offices and held open for inspection by any interested citizen who applies at a reasonable hour. It is commonly held that if he is to inspect other types of material filed in a public office, an irate citizen must undergo the cooling process of securing a court order.

Since it permits a desirable degree of privacy in practical matters of public administration and protects state officials and citizens alike from the unreasonable demands of busybodies, this strict interpretation of the term "public records" has much to commend it. There would seem to be no valid reason for its modification, and very good reasons for continuing its use. What is needed is something additional, official recognition of the fact that there exist in public offices, subject to state regulation, great bodies of filed material which cannot meet this strict definition of "public records" but which are, nevertheless, records and public property.

This matter is not clearly settled in the Education Law. As has been shown above, Section 1194 definitely limits the term "public records", but it should be noted that certain related and adjoining sections recognize the existence in public offices of papers other than "public records" and assert the right of the State to control such other papers. Section 1197 forbids any officer to:

. . . destroy, sell or otherwise dispose of any public record, original or copied, or of any archives, in his care or custody or under his control. . .

unless properly authorized. Again, Section 1192 provides that for extinct offices, boards, societies and such, the Department of Education shall have:

p 55 mms

. . . supervision, care, custody and control of all public 55  
records, books, pamphlets, documents, manuscripts, archives,  
maps and papers . . .

In the same vein, Section 1193 grants to the Supervisor of Public  
Records the right to inspect:

. . . records, books, pamphlets, documents, manuscripts,  
archives, maps and papers kept, filed or recorded, or hereafter  
to be kept, filed or recorded in the several public offices of  
the counties, cities, towns, villages or other political di-  
visions of the State, and all other public records, books, pamph-  
lets, documents, manuscripts, archives, maps and papers here-  
before or hereafter required by law to be kept. . .

The matter of just what is "required by law to be kept" is not  
easy to determine, and other phrases, omitted in this partial quota-  
tion, limit jurisdiction, but one fact does stand out: the persons  
who framed these sections asserted the right of the State to control  
the body of files existing in public offices including in that con-  
trol not alone "public records" as they themselves defined them in  
Section 1194 but as well other and more general accumulations.

Beyond this assertion of control the law appears to make no at-  
tempt to fix the status of such "kept" material as is created by and  
exists in public offices while yet lying outside the bounds of "public  
records" as defined. However, it seems utterly logical to assume that  
the ownership and the right of regulation for all papers produced or  
received in any public office by public employees engaged in their  
official duties rest with the state. Such papers are public records  
in the loose and popular sense only, but it would be specious to argue  
that because they cannot qualify under Section 1194 as "public records"  
they can be anything other than public property.

The right of inspection by the public, a right definitely asso-  
ciated with "public records", creates certain complications. Common  
sense would indicate that not all of these files should be held open  
for public inspection. There are very practical reasons why they should



not be held thus open. Today nearly every citizen, at one stage or another of his life, entrusts to some office of the state strictly personal and confidential information regarding his economic status and his personal activities and health, frequently information whose publication might be highly embarrassing or even damaging. This has been recognized in certain instances, notably with income tax returns and with records of birth, and specific legislation has protected the privacy of individuals. In a society where governmental control becomes increasingly pervasive, the standards set in a day of governmental simplicity must be modified by a realistic appreciation of the intimacy of the data which modern files in public offices contain. Ownership and control of such files by the state, "public" regulation, would not seem to imply, inevitably, the right of inspection by any curious citizen.

The looseness of the term "records" is impressively demonstrated in Section 66 of the Public Officers Law of New York State. Considering the disclosures which might result from promiscuous access to public files, it is startling to find that this section provides that:

A person having the custody of the records or other papers in a public office, within the state, must, upon request, and upon payment of, or offer to pay, the fees allowed by law, or, if no fees are expressly allowed by law, fees at the rate allowed to a county clerk for a similar service, diligently search the files, papers, records, and dockets in his office; and either make one or more transcripts therefrom, and certify to the correctness thereof, and to the search, or certify that a document of paper, of which the custody legally belongs to him, can not be found.

From references to decisions rendered under this section, it would seem that the courts have taken "records or other papers" in the restricted sense of "public records"; if otherwise interpreted this act could prove a distinct source of embarrassment to public officials and to private individuals as well. Such looseness of

*Required to have control  
what if not possible*

terms should, if possible, be eliminated, permitting the State to assert and establish control over files created in public offices and at the same time to protect the individual citizen by keeping private the information which he has furnished to public agencies.

Elsewhere, officials grappling with this problem have brought into rather common use the term "archives", a word which solves certain difficulties while creating others. As has been illustrated in quotations above, this term appears in New York law alongside "public records". The chief objection to the word is that so few persons appreciate that "archives" traces from a word meaning "official" or "governmental" and that it is but distantly related to "archaic", "archeology", and similar terms meaning "primitive" or "old". Although unfortunate and mistaken, this popular association of ancient and antique with the term "archives" is so firmly established as to make the term somewhat unsuited for use with materials chiefly modern. In a strict sense, since they are official, even current files are part and parcel of the archives, but in general when a file loses activity and ceases to be used for more than rare, semi-occasional reference it has become archival. Reaching archival condition is a process of vague duration which may require three years for one file and fifty years for another; lack of active use and not age by the calendar is the gauge by which one distinguishes office files from archives.

For enlightenment on the term "archives", Webster's Dictionary is valueless. It defines the word as meaning "public records or documents preserved as evidence of facts; as national or family archives". Under "record" Webster's explains that: "Records, as here compared, are in general written accounts of facts or events; archives are public records". Elsewhere, Webster's even goes so far as to assert that "archive" is a transitive verb, which if true is deplorable.

Much more acceptable to modern records officials are the definitions which are stated and minutely construed in each of the two internationally-known manuals, Hilary Jenkinson's Manual of Archive Administration, mentioned above, and Muller, Faith and Fruin's Manual for the Arrangement and Description of Archives.<sup>\*</sup> These two definitions agree substantially with each other and with the definition

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<sup>\*</sup> Jenkinson, ut supra, pp. 2-11, and Muller, et al, English trans. of 2nd edition, New York, 1940, pp. 13-18

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written for the Dictionary of American History by Dr. Solon J. Buck, since 1941 Archivist of the United States. Of these three closely parallel definitions, it seems necessary to quote here only the American wording. Dr. Buck states that:

The body of records and papers officially produced or received by a government, a government agency, an institution, or organization, or a firm in the conduct of its affairs and filed or preserved by it or its legitimate successors for records purposes constitutes its archives.\*

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<sup>\*</sup> "Archives", Dictionary of American History, New York, 1940, I, 102

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This definition approaches realistically the records condition existing in public offices, by-passing completely the question as to what is or what is not "public records". However, the antique connotation of the term "archives" is an undoubted handicap rather definitely limiting the usefulness of the word. In legislation enacted in 1943, the federal government adopted a definition which includes the central concept of Dr. Buck's wording but attaches it to the more familiar and usable word "records". The disposal act of July 7, 1943 reads in Part:

When used in this Act, the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data contained therein. Library and museum material made on and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.\*

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\* U.S. Statutes at Large LVII, Part I, 380-81 (78th Congress, 1st Session, 1943)

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The inclusiveness of this definition commends it strongly, and in planning to provide storage facilities for the state's less active files New York would do well to embody in her own legislation a closely similar definition of "records". Here, "public records" are already defined in the books and they have been further classified by decisions of the courts; an additional definition of "records" as a more inclusive order, within which "public records" are established as but a part, would remove ambiguity and make the status of the various public files clear and comprehensible.

Comments by Edna L. Jacobsen  
Head of Manuscripts and History Section  
New York State Library

The whole "study" seems to be based on a contradiction; namely, that whereas the State Library (MSS and History Section) has not done anything to care for or give service from its state archives, it has been the chief obstacle in the way of the Division of Archives and History's (with its prestige-carrying titles of "State Historian," "State Archivist," "Assistant State Archivist," etc.) doing anything about them. The State Library (MSS and History Section) has only tried to do what is required of it by law, with no idea of infringing on the prerogatives or duties of the Division of Archives and History. If that Division conceives it to be its function to build up good will among keepers of departmental state records so that they--the keepers--will be willing and anxious to have the Division's staff, with its "tact" etc., come in and show them what to throw away, what to do with current files, and their older files--with the long-range view of transferring them to a central "storage plant" when an archives building is erected, I can't see why that work could not have been prosecuted these many years, without in any way being hampered by State Library's activities.

Furthermore, the "study" implies that there has been no cooperation, no friendly feeling, etc. between the MSS and History Section of State Library and other State Departments. I suggest that anyone who wishes to check this implication call up Mr. Henk, in office of Secretary of State; the office of the Governor; the Land Bureau of the Department of State; the Department of Public Works and Bureau of Rights of Ways; the Division of Publications (Miss Ranney, etc.) the Adjutant General's

office (Colonel Thiesen, Miss Kniskern, etc.); the Insurance Department; The Conservation Department, etc., etc. It is difficult, of course, to refute statements made in complete ignorance of the workings of a part of the Education Department which the report seems to have been made to disparage and condemn. But I think the record of persons who have actually had the service of the Manuscripts and History Section of the State Library might be set against the report. The "jurisdictional" clarification would seem to have to stem from a change in the law. Surely the State Library has jurisdiction over its own holdings. It has never tried to exercise jurisdiction over holdings of other divisions of the Education Department or of other state departments.

Given more space, modern equipment, more staff, the State Library could expand its program with the law as it stands at present, could continue to serve both the business of government and scholarly research—both of which need the supplementary materials in the form of printed volumes in the sections of Law, Legislative Reference and General Reference which State Library has—to say nothing of the MSS and History Section's fine collection of maps, atlases, and so-called private or personal papers which in New York State have become as "official" as those that have had their origin in state departments. The fact is that the work of the Section has expanded in spite of difficulties.

p.2. Brodhead collected copies of documents of New York State historical interest in European archives.

p.2. Unfair to end with Flick, for "interest, endeavor, and accomplishment" in the field of state archives has certainly been continuing. Otherwise, why all this fuss about what State Library

has, which State Historian wishes to take away, and about what we have been and are doing? Apparently our work is being noticed and considered important, or the State Historian would not be paying any attention to it.

p.3. "The Manuscripts Section of the State Library, a branch which through the years has served faithfully investigators into New York's history." This is only a partial picture, drawn without knowledge of holdings or work. The section is the Manuscripts and History Section. It has been serving and continues to serve the business of government as well as scholarly, historical research.

p.4. I don't think Mr. Van Laer would agree with the statements made about his work. If he was concentrating on the Dutch Manuscripts in State Library, who was "carrying on" with all the other state records which had come to State Library? Further, if he was spending all of his time on the Van Rensselaer Papers, would he be entitled to inclusion in list of those who were doing outstanding work in the field of caring for state records, since the Van Rensselaer Papers are private papers? Again, familiarity with the section and its work seems to have been lacking on the part of the writer of the report.

p.4. Term "merger" in 1915—Mr Van Laer occupied "quarters" with the State Historian"—doesn't sound like a merger—How can it said to have been practical when there were no archives in that division? And if—as stated previously—Mr. Van Laer was devoting his time to Dutch MSS and Van R papers? Doesn't sound like a practical arrangement to me. And if it was, then why didn't it work out that an archives collection

was built up, since it was free and independent of State Library?  
Surely there were plenty of state records not in State Library if that  
Division had wished to bother with getting them, etc.

p.4. "Disastrous fire" of 1911 destroyed much that was in State Library, but there were plenty of State records in other parts of the Capitol that were not touched. There was plenty for the Division of Archives and History to have done without paying any attention to State Library--especially since the charge continues to be made throughout the statement and up to and including the present, that State Library has done nothing--no one has shown interest, endeavor, etc.

A few of series of state records that have come to State Library and have been in active use by state officials, since Mr. Van Laer left:

New York Colonial Manuscripts endorsed Land Papers--63 large volumes.

Large collection from Executive--Governor's Office, etc.

Superintendent of Public Instruction files.

Lockwood Committee on investigation of housing conditions.

Lusk Committee on Unamerican activities.

Ways and Means Committee of Assembly 1927-1943.

Original Laws.

Insurance Department records.

State Board of Charities.

Constitutional Convention of 1915.

Constitutional Convention of 1938.

Jacketed Bills.

Census of 1915, 1925 from Secretary of State, etc. etc.



p.4-5. Public addresses seem to be stressed, but meanwhile someone was looking after what State Library has, and that seems to be considered worth condemnatory statements.

p.5. The Regents Plan pamphlet should be looked over carefully--with its complete omission of State Library in connection with State records--yet State Library at present time seems to be the difficult hurdle.

p.5-6. Survey of state records--Yes, I'm sure there are plenty in cubby holes, etc.

p.7-9. "Agressive program"--apparently by building up good will among personnel now in charge of departmental records. No reason, that I can see, why that couldn't have been going on all these years under Flick, Pound, Corey and their staffs--to help them dispose of useless records, to arrange what they have, etc. The Manuscripts and History Section of the State Library has not interfered in any way with such a program. It has cooperated with other state departments in helping to locate and identify important records, accepting files that departments have wished to turn over--Ways and Means Committee of Legislature, legislative investigation committees, constitutional conventions, etc. We have arranged and taken care of them--have given service from them--could cite examples; such as, time Samuel Untermyer sent several secretaries to consult certain volumes of testimony, which we made available--kept open extra hours to help them out; legislative committees on judiciary, tax information relating to local government units, etc.

p.8-9. "The Manuscripts Section of the State Library is fully occupied with necessary tasks," etc.--"Responsibility for research and reference service of a scholarly type involving the early documents."

This part of the report shows an utter unfamiliarity with what the Library has and what the Manuscripts and History Section does. The comparison seems to be drawn between Library of Congress as a whole and the MSS and History Section of State Library. Why not MSS Division of LC--or State Library as a whole--with LR, Law, etc. All of our material cannot be called "less bulky"--But granted we don't have room--more room would seem to be the remedy, so that our present program could be expanded.

p.10. The staff of proposed new agency--The Division of Archives and History has had staff with titles that should have commanded deference from keepers of state records if "tact and technical competence" had been there. Why hasn't that Division done all the kinds of things they maintain a new set-up can accomplish, even without legal sanction or teeth--of which no mention is made--(rather a voluntary basis seems to be implied all the way through)

p.11. What central records office would do--

(1) Why can't Division of Archives and History do that now? Why hasn't it done it these many past years? Surely State Library has not prevented it.

(2) Same as (1).

(3) Quick service in furnishing information--"To make this possible will require that records be retained in their original order." Isn't that service rendered now by those in whose custody they are kept--nothing very "expert" in the way of handling if filing cases are merely to be transferred and left that way

(7) and (8). How can some other office "make easy the location by investigators of such bodies of material as they may wish to consult" in MSS and History Section of State Library, etc.? Is the implication that scholars, etc. will cease to write or come to the State Library? And is State Library going to function under this new set-up? The program, it seems to me, is very confusing, since MSS and History Section is a part--a well-known, and important part--of State Library. It does not act as a separate agency. Its program fits in with Law, LR, etc.

p.12. "In particular the files of retiring governors are now too commonly dispersed to private hands." Governors' papers, like papers of the Presidents, are considered the personal property of the respective Governors and Presidents, so I don't think that point is well taken. I wonder how Mr. Eddy would prevent such "dispersion."

p.12. The report becomes confusing--records storage program, scholarly research, etc.

Why so much emphasis on "jurisdictional limits between the Records Office, the MSS and History Section of State Library," etc. if State Library hasn't been and isn't doing anything in the field?

p.18. MSS and History Section--~~again~~ the statement that our archives and work are of an "antiquarian and scholarly" type needs to be refuted. Such a statement is based on complete ignorance of what we have and what we do. Continuing--present and pressing need is for "primarily an organization of streamlined efficiency in processing of modern files." Yet, previously it has been said that these files must be kept in the central record agency in same order as transferred.

Then what is wrong? Is it simply that all the records are not under one roof? Then too, why so much emphasis on aiding scholars--even to finding what is in State Library?

p.19-20. Why can't all that cooperative work be done while records are in the various offices? What about microfilming records--licenses, etc., on cards--that must be kept for a certain no. of years--thus reducing storage space, and since it is so cheap--not much loss when they can be destroyed? But--since World War II taught that even such--considered records proved valuable--perhaps microfilm could be retained, since so little space would be needed. All this activity could be carried on by a staff without putting records in one agency--

p.20. Staff--So much contradiction. On p.8 we are told that "departmental personnel are neither equipped nor trained in the analysis of their older files." On p.21, these "trainees" are to serve apprenticeship "working side by side with departmental employees, sharing their tasks in a file room ... or in some other active branch ... where an overall view of those departmental activities and procedures," etc.--and elsewhere the files are to be transferred as they are. Apparently these experts are to get their familiarity and training from observing, etc. state employees who, elsewhere, are said to be inefficient and incapable of handling and servicing these records--

p.24. "Under the direction of the professional staff"--but apparently the "professional staff" is not going to do much of the work which while considered important seems to be left to clerks--some are those who have lived many years with departmental records but are considered not to understand them.

p.33. Again emphasis on scholarly investigation--writing of state and local history--rather than business of government, which State Library combines in an efficient way--

The implication all the way through is that State Library has done nothing with state records and service from them--either to scholars (except for very early period) or to state officials--since Mr. Van Laer's office was moved next door to the State Historian

Second--implication that State Library--more particularly MSS and History Section--has prevented the Division of Archives and History from gaining, through tact, etc., the confidence of those in charge of state records in departments of issue, from helping them to organize their records, to distinguish between valuable and useless, and to carry out a program of disposal. I can't see why all of that couldn't have been done if that office had been interested in any way except by public address and by misrepresenting the work of the MSS and History Section of State Library--in the proper care and servicing of state records elsewhere than in State Library which, according to the report, has practically nothing, since 1911 fire wiped it out and nobody has been interested.

COMMENTS ON  
THE NEW YORK STATE RECORDS SITUATION  
by Charles F. Gennell, State Librarian

For a century the State Library has been the legal and actual custodian, on behalf of the Regents of the University of the State of New York, of the archives and public records of the State. It is my sincere belief that the State Library has done a good job, certainly within the limitations of size of staff, and space available. It has operated successfully as a depository with the full cooperation and good will of all State departments.

I am equally convinced, that provided with necessary additional resources to build upon the foundation already existing, the State Library can conduct a program of care and servicing of records fully equal to the needs of the State, for the following reasons:

1. The Library already has ample justification in the present law\* and custom.
2. The Library already has much of the necessary prestige and good will.
3. The Library already has the essential nucleus of a vastly extended collection, which is now organized.
4. The Library has the nucleus of a staff and at least one highly trained and experienced expert in this field.
5. The Library already has the reference books and other auxiliary materials essential to a records program.
6. The Library has in addition to its archival collections many pertinent private and semi-private papers, which are used in conjunction with the printed materials.

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\* Education Law§1110. State library, how constituted

All books, pamphlets, manuscripts, records, archives and maps, and all other property appropriate to a general library, if owned by the state and not placed in other custody by law, shall be in charge of the regents and constitute the state library.

See also§ 1112, 1115.

7. The Library already has the physical plant to serve until additional space can be made available.
8. The Library is concerned with all fields of knowledge, and has never limited its subject scope to history. Among primary concerns are law, political science, administration, economics, sociology and medicine, as well as history. It specializes in everything pertaining to New York State.

The chief disadvantages to the Library seem to be:

1. Lack of space for a much expanded program.
2. Lack of staff for a much expanded program.
3. Lack of a precise program for future expansion.
4. Lack of completely free channels of contact with the several departments of the State government.

A complete restudy of the Library's functions, and objectives is now in process, and a program of rehabilitation is already begun. The matters of space and staff are limitations not to the archives work alone, but to other sections of the Library as well, and the remedies are the same.

It is difficult for the Library to keep in close contact with the departments which compile, use and eventually retire records. We have always conceived of the Director of Archives and History as a liaison between the Library and these departments, but this has not always worked. The Library has no power of visitation, and only limited powers of persuasion. We have never, as far as I know, refused any offer of transfer from another department to the Library, and in certain cases we have solicited them. On the other hand, we have seen records go, which we wish could have been brought to us.

We are perfectly willing to face any task which the Director of Archives and History wishes to lay upon us, and to take any estimate of potential material which that Division may offer as a basis for planning future expansion.

We welcome the coming of the committee of distinguished consultants as the first step toward planning for the future.

## COMMENTS ON THE REPORT OF THE FORMER ACTING SENIOR STATE ARCHIVIST

A copy of the Eddy report was lent to the State Librarian in April 1946. The Librarian returned this report with certain comments, and did not receive a complete copy of the revised report until January 22, 1947. It is therefore difficult to analyse it in detail, but the following comments are pertinent.

### I. The Proposed New York State Records Office.

As a historical account of the development of the present situation, I feel that the memorandum has serious gaps, and ignores the work which Henry A. Homes, George R. Howell and Peter Nelson did, and which Miss Jacobson and Mr Gavit have done and are doing.

The work of the Manuscripts Section has never been limited to history, but it has always been to serve other offices of the State in their daily business as well.

I find no references to the sections of the Education Law which clearly place the "archives" in the State Library and which provide for transfers from other state offices. Surely these sections should have a place in Mr Eddy's historical exposition.

I think that we are all agreed that too much of the organization of the Education Department, and even of the Library was dependent upon personalities. The very history of the transfer of the State Historian's office to the Education Department is revealing in this connection. It would be easy to argue from the facts Mr Eddy has presented and from the background with which we are both familiar, that the office of Archivist ought to be restored to the State Library.

In any event, it is clear that the State Library is not currently responsible for the conditions of records held in other departments. I do not believe that any records now housed in the State Library are "in jeopardy." (p.5)



The State Library is responsible for taking in any which other departments wish to transfer. I would certainly estimate that far more than 100,000 cubic feet might be involved in the new plan. In fact the Supervisor of Public Records so indicated in an article in the State Employee for May 1943.

With reference to the comments on pages 8 and 9 I see no reasons except lack of personnel and lack of space which have prevented the State Library from expanding its services. The Manuscripts Division now handles a number of active records, including land papers, birth, census, church and marriage records. These records are used currently by other state departments and by legal firms in matters of business. They are by no means of a limited "antiquarian" nature.

The implication that the State Library is limited and that the Manuscripts Division is "fully occupied" is unfair, and resented by members of the Library staff. The State Library is said to "possess neither the space nor the tradition which would fit it to assume the burden of records administration." It is true that we lack space, and likewise that we seek more. It is hardly true that "tradition" stands in our way. Rather we have both "tradition" and the law as well supporting us.

I might well ask in return why it is proposed to create a new agency, to the detriment of an existing one. The traditional job of the New York State archivist has been to edit and publish -- what has become of that program?

The situation in Albany differs from that in Washington, D.C. On the state level there is no such tremendous volume of material. A comparison with practice in other states would be interesting, e.g. Illinois, and Oregon, where recent advances have been made.

With reference to page 11, items 1, 2, 4 and 5, I see no reason why the Division does not do this now. The State Library is now doing items 3, 5, 6 and 7.

Item 8 on page 12 proposes "Clear-cut and mutually satisfactory arrangements as to the jurisdictional limits between the Records Office and the Manuscripts Section of the State Library." We in the State Library are puzzled by this statement, and await some definite proposal as a point of departure for discussion.

With reference to Item 9 on the same page I would again say that we have been holding material under seal. If the papers of the Governors have been dispersed, we may have been negligent in not seeking to acquire them for the Library, but the first preventive step is a supervisory one, for the State Archivist to take. The Division of Archives and History has never been successful in getting any, but the New York State Library has bought some in the open market.

## II. Statistics and Proposals

I have not had time to go over this plan in detail, but I wish to make the following observations. It appears at once to be extraordinarily ambitious in some spots, and dangerously conservative in others, such as in space requirements. The microfilming of papers is quite expensive, and certainly it would not be economical to microfilm papers soon to be disposed of. In my experience, if a record is on reasonably good paper, it is cheaper to house it, as is, than to microfilm it.

I do not question the general need expressed. I would be inclined to meet it by expansion of existing facilities, to avoid splitting of our present collection, to depend on our existing organization and on the present law. I do question the recurrent implication that the State Library is not doing its job.

### III. Features ... of ... the Proposed ... Records Office.

Provisions are made for another library, a reading room and exhibition of "rare" items. I would certainly say that we have enough reading room space as it is. I feel that it is unnecessary to duplicate our present facilities in these respects.

The proposed building seems to me to be inadequate. At Queens College I was responsible for planning a college library building of some 1,800,000 cubic feet. I am wondering whether Mr Eddy has actually made inspections of the various departmental files, in order to check the questionnaire returns.

It occurs to me that some arrangement might be worked out for decentralized disposal of records, rather than the extra handling to bring them all to the proposed building.

### IV. Definition of "Records"

It seems inexcusable that in this section Mr Eddy should completely ignore sections 1110, 1112, 1115, of the Education Law, which definitely refer to deposit of such material in the State Library.

"Sec.1110. State Library, how constituted.

All books, pamphlets, manuscripts, records, archives and maps, and all other property appropriate to a general library, if owned by the state and not placed in other custody by law, shall be in charge of the regents and constitute the state library.

"Sec.1112. Manuscripts and records 'on file'

Manuscript or printed papers of the legislature, usually termed 'on file', and which shall have been on file more than five years in custody of the senate and assembly clerks, and all public records of the state not placed in other custody by a specific law shall be part of the state library and shall be kept in rooms assigned and suitably arranged for that purpose by the trustees of public buildings. The regents shall cause such papers and records to be so classified and arranged that they can be easily found. No paper or record shall be removed from such files except on a resolution of the senate and assembly withdrawing them for a temporary purpose, and in case of such removal a description of the paper or record and the name of the person removing the same shall be entered in a book provided for that purpose, with the date of its delivery and return.

**"Sec.1115. Transfers from state officers**

The librarian of any library owned by the state, or the officer in charge of any state department, bureau, board, commission or other office may, with the approval of the regents, transfer to the permanent custody of the state library or museum any books, papers, maps, manuscripts, specimens or other articles which, because of being duplicates or for other reasons, will in his judgment be more useful to the state in the state library or museum than if retained in his keeping."

The responsibilities of the State Library are further defined by the Regents Rules, Section 192, referring to the Civil Practice Act, Section 382.

**Regents Rules**

"Sec.192. Certification of copies. The Commissioner, the Director of the State Library, or the head of the manuscripts and history section of the State Library, may, pursuant to section 382 of the civil practice act, certify copies of or transcripts from books, manuscripts or other records in the State Library. For the purpose of such certification the seal of the Department may be used." (Rules of the Board of Regents of the University of the State of New York, as enacted February 17, 1928, to take effect March 31, 1928, as amended to May 19, 1932. p.41)

**Civil Practice Act**

"Sec.382. Proof of public records and papers. A copy of a paper filed, kept, entered or recorded, pursuant to law, in a public office of the state, the officer having charge of which has, pursuant to law, an official seal; or with the clerk of a court of the state; or with the clerk or secretary of either house of the legislature, or of any other public body or public board created by authority of a law of the state, and having, pursuant to law, a seal; or a transcript from a record, kept, pursuant to law, in such a public office, or by such a clerk or secretary, is evidence as if the original was produced. But, to entitle it to be used in evidence, it must be certified by the clerk of the court under his hand and the seal of the court; or by the officer having the custody of the original, or his deputy, or clerk, appointed pursuant to law, under his official seal, and the hand of the person certifying it; or by the presiding officer, secretary or clerk of the public body or board, appointed pursuant to law, under his hand, and, except where it is certified by the clerk or secretary of either house of the legislature, under the official seal of the body or board, except that a printed copy of a tax tariff or classification of a corporation subject to the provisions of the public service commission's law which shows a public service commission number which may be shown in abbreviated form, as N.Y.S.P.S.C. No. or P.S.C.N.Y. No., and an effective date may be received in evidence, without certification, and shall be presumed to be a correct copy of the original tariff or classification on file with the public service commission." (Clevenger's Annual Practice of New York. N.Y. 1945. 5-46)

STATE OF NEW YORK

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REPORT

OF THE

TEMPORARY STATE

COMMISSION ON COORDINATION

OF STATE ACTIVITIES

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Interim Report

March 6, 1947



ALBANY  
WILLIAMS PRESS, INC.  
1947



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## LETTER OF TRANSMITTAL

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*To the Governor and to the Legislature of the State of New York:*

Pursuant to Chapter 1002 of the Laws of 1946, the Temporary State Commission on Coordination of State Activities respectfully submits this report covering the result of some of the studies conducted thus far by the Commission.

This is a first, interim report.

Respectfully submitted,

ARTHUR H. WICKS, *Chairman*

March 6, 1947.



## PERSONNEL OF THE COMMISSION

### The Commission:

Senator ARTHUR H. WICKS, *Chairman*  
Assemblyman D. MALLORY STEPHENS, *Vice-Chairman*  
Senator SAMUEL L. GREENBERG, *Secretary*  
Senator GEORGE T. MANNING\*  
Senator J. RAYMOND MCGOVERN  
Assemblyman HARRY GITTLESON  
A. J. GOODRICH, Deputy State Comptroller  
Dr. PAUL STUDENSKI  
LAWRENCE E. WALSH, Assistant Counsel to the Governor

### Ex-officio:

Senator BENJAMIN F. FEINBERG, *President Pro Tem* of the Senate  
Senator ELMER F. QUINN, *Minority Leader* of the Senate  
Assemblyman OSWALD D. HECK, *Speaker* of the Assembly  
Assemblyman LEE B. MAILLER, *Majority Leader* of the Assembly†  
Assemblyman IRWIN STEINGUT, *Minority Leader* of the Assembly

### The Staff:

William B. Groat, *Counsel\*\**  
John E. Egan, *Counsel*  
Donald Axelrod, *Research Director*  
Thomas LaRosa, Research Counsel of the Senate Finance Committee, *Research Counsel*  
William M. Arnstein, Budget Consultant — Administrative Management, Division of the Budget, *Consultant*  
Fred R. Spreeman, Secretary of the Senate Finance Committee, *Consultant*  
Conrad J. Heiselman, Accountant of the Senate Finance Committee, *Consultant*

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\* Assemblyman when appointed. Elected to State Senate in November, 1946.

† Successor to Irving M. Ives who was elected United States Senator.

\*\* Resigned January 1, 1947.

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# I

## THE ACT CREATING THE COMMISSION

AN ACT creating a temporary state commission to make studies relative to the coordination of state activities and related subjects and making an appropriation for the expenses of the commission.

Became a law April 25, 1946, with the approval of the Governor. Passed, three-fifths being present.

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

Section 1. A temporary state commission to be known as the temporary state commission on coordination of state activities is hereby created to consist of nine members to be appointed as follows: three by the governor, three by the temporary president of the senate and three by the speaker of the assembly; all or any of such appointees may be appointed from the public at large. The commission shall choose from its members a chairman and a vice-chairman. Vacancies in the membership of the commission occurring from any cause shall be filled by the official authorized to make the original appointment in which the vacancy occurs. A vacancy shall be deemed to have occurred whenever a member of the commission who is a member of the senate or assembly shall cease to be a member of the legislature.

§ 2. The duties of the commission hereby created shall be, to make a study of and investigate any department or agency of the state government to determine whether the activities thereof are essential to good government and are being carried on in an economical and efficient manner and without duplication, for the purpose of determining the feasibility of improving the administration of the state government by the elimination of all unnecessary activities, the avoidance of duplication, and increasing efficiency and economical operation by consolidation or rearrangement of any of the agencies of state government; to study and investigate and to recommend legislation concerning the exercise of authority or the performance of any function by any state agency in excess of constitutional or statutory authority therefor; to study and investigate and recommend legislation concerning the adequacy of judicial review of the administrative determinations of the various agencies of the state government; to study and investigate and to report upon any special matter which may be referred to the commission for such action by the governor or by joint resolution of the legislature. The commission is further authorized to study and inquire into any subject or matter deemed by the commission to be relevant to the purposes of its study or helpful to it in the consummation of its work.

§ 3. The commission may employ and at pleasure remove counsel, a secretary and such other officers and clerical, stenographic or

technical assistants as it may require and fix their compensation within the amount appropriated therefor. The commission may sit at any place within the state and hold either public or private hearings. It, and each member thereof, shall have the power to administer oaths, take testimony, subpoena and compel the attendance of witnesses and the production of all books, papers, records or documents deemed material or pertinent to any subject within the scope of its investigations and shall generally have, possess and exercise all of the powers of a legislative committee.

§ 4. The members of such commission shall receive no compensation for their services but shall be reimbursed for their expenses actually and necessarily incurred in the performance of their duties hereunder. Notwithstanding any inconsistent provisions of law, general, special or local, no officer or employee of the state or of any civil division thereof, shall be deemed to have forfeited or shall forfeit his office or employment by reason of his acceptance of membership on such commission.

§ 5. The commission may request and shall receive from any department, division, board, bureau or other agency of the state and from any political subdivision or agency thereof, such assistance and data as will enable it to properly consummate its studies and investigations hereunder.

§ 6. The commission may report from time to time and shall make a report of its proceedings and recommendations to the governor and to the legislature on or before March fifteenth, nineteen hundred forty-seven.

§ 7. The sum of fifty thousand dollars (\$50,000), or so much thereof as may be necessary, is hereby appropriated to the commission hereby created and made immediately available for its expenses, including personal service. Such moneys shall be payable out of the state treasury on the audit and warrant of the comptroller on vouchers certified or approved by the chairman of the commission as prescribed by law.

§ 8. This act shall take effect immediately.



## II

### THE COMMISSION'S RESOLUTION DIRECTING STUDY OF THE EDUCATION DEPARTMENT

WHEREAS, Chapter 1002 of the Laws of 1946 which created the Temporary State Commission on Coordination of State Activities authorized the commission, among other things, to make a study of and investigate any department or agency of the state government to determine whether the activities thereof are essential to good government and are being carried on in an economical and efficient manner and without duplication; and

WHEREAS, the Department of Education is composed of numerous divisions and bureaus and other units and is charged with the administration of numerous laws, relating to various subjects of far-reaching importance and which directly affect every community of the state and almost every person therein; now therefore be it

RESOLVED, that the commission authorize and direct its counsel and staff to make a thorough study of the Department of Education and of every activity of said department and of any other matter deemed to be relevant to the purposes set forth in the act creating the commission; and be it further

RESOLVED, that the counsel and staff be directed to cooperate with the Department of Education in every possible manner and to the fullest possible extent and further that it be authorized to request the assistance of the Department of Education and of every officer or agency thereof and of any other department or agency of state government and of any agency of local government in carrying out the directions of the commission.

### III

## INTRODUCTION

The Temporary State Commission on Coordination of State Activities was created by Chapter 1002 of the Laws of 1946 which mandated to it the following responsibilities: (1) to study any agency of State government to determine whether its activities are essential to good government and are being carried on in an economical and efficient manner; (2) to determine the feasibility of improving the administration of State government by the elimination of all unnecessary activities and duplication and by consolidating or rearranging governmental agencies; (3) to determine whether State agencies are exceeding constitutional or statutory authority in the exercise of any function; (4) to study the adequacy of judicial review of administrative determinations of State agencies.

By resolution adopted on June 6, 1946, the Commission initiated a study of the Education Department and of the various administrative activities in that Department.

The Commission has held hearings at which various officials of the Education Department testified and has had numerous conferences with such officials. It has made an examination of the statutory provisions relating to the Board of Regents, the Education Department and the Commissioner of Education, and has analyzed published and unpublished reports and other data relating to the Department and the activities thereof.

The Commission has under way studies dealing with the various organizational units in the Education Department. Its studies relating to the State Library, the Bureau of Library Extension in the Division of Adult Education and Library Extension, the State Museum, the State Science Service and the Supervisors of Elementary and Secondary School Libraries in the Divisions of Elementary and Secondary Education are approaching completion.

Some of the studies thus far undertaken cut across other organizational units within the Education Department and in some instances extend to other departments of State government. For that reason, and until the Commission has all the facts before it, the Commission deems it inadvisable to report at this time on all of its studies.

The chaotic and dangerous conditions under which large quantities of State records are presently housed are matters of immediate concern, not only to the Education Department which is charged with special responsibilities in connection therewith under the Education Law, but also to other State agencies which are directly or indirectly affected by such conditions. With reference to this subject, the Commission has advanced its studies to a stage which

warrants inclusion in this report of its findings and recommendations relating thereto and has prepared and submits with this report a proposed "Records Administration Act."

For the future the Commission contemplates exhaustive studies of other divisions of the Education Department. Detailed studies of the Board of Regents, the office of the Commissioner of Education and the offices of the four associate commissioners and seven assistant commissioners as well as of the fifteen divisions, twenty-five bureaus and the eleven professional boards in the Education Department must precede the formulation of overall recommendations pertaining to the Department as a whole.

## IV

### SUMMARY OF PRINCIPAL FINDINGS AND RECOMMENDATIONS

#### Preservation and Disposal of Records of State Agencies in New York

**Finding:** The survey of the Commission has disclosed the existence of a chaotic condition relative to the housing of State records. Vast quantities of these records, some of incalculable value, are crammed in basements, cubbyholes, attics, corridors and lofts in various public and private buildings, exposed to many hazards such as fire, water damage, extreme heat and dust.

**Recommendation:** A central records repository should be provided for the preservation of State records of enduring value and for the housing of non-current or inactive records. The Commission recommends that this matter be referred to the New York State Commission on Building and Development.

**Finding:** (a) The State has no effective or systematic plan (1) for the preservation of records of enduring value, (2) for the proper housing of non-current or inactive records and (3) for the orderly disposal of useless records.

(b) Instead of a comprehensive general statute covering the preservation and disposal of records of all State agencies, there exists a patchwork of unrelated, miscellaneous statutes dealing only with specified types of records of particular agencies. Many State agencies are powerless to destroy useless records because of lack of statutory authority.

(c) The definition of public records contained in the Education Law is inadequate.

**Recommendation:** A Division of Records Administration should be created in the Executive Department with a status similar to that of the Division of Standards and Purchase. This proposed Division should be headed by a Director qualified by training and experience to establish, organize and direct a program of State and local records administration. The Division of Records Administration should be charged with responsibility for the preservation of State records of enduring value and the prompt and systematic disposal of useless records. The Commission recommends the enactment at the earliest possible time of the "Records Administration Act" which has been prepared by the Commission and is submitted herewith as Appendix A.

**Finding:** The Education Department whose primary concern is the administration of the State's system of education should not be charged with responsibility relative to the preservation and disposal of records of other departments and agencies of State government.

**Recommendation:** All statutory provisions that assign to the Education Department responsibility for the preservation of records of State agencies or charge the Department with duties relative to the disposal of such records should be repealed.

### **Supervision of Local Records**

**Finding:** The Division of Archives and History in the Education Department has the administrative task of regulating and supervising the maintenance of local public records in more than 1,600 political subdivisions of the State. Some of these records are stored in the homes of local officials or in attics, barns and cellars.

**Recommendation:** (a) The proposed Division of Records Administration should be charged with the duty of giving advice and assistance to local officials with regard to the preservation of local records and should be vested with power to authorize and approve the disposal of useless local records.

(b) The necessity for permissive enabling legislation which would authorize the establishment of county records repositories should be referred to the New York State Commission on Uniform County Law.

**Finding:** Administrative duties connected with the supervision of local records have no place in the Education Department.

**Recommendation:** (a) All statutes charging the Education Department with responsibilities for the supervision of local records should be repealed.

(b) The provisions of Section 1196 of the Education Law which make local custodians of records responsible for their safekeeping should be transferred to the General Municipal Law.

**Finding:** As a matter of coordination and interdepartmental cooperation, the examiners of municipal accounts in the Department of Audit and Control in connection with making field audits could render a valuable service by reporting the conditions under which local records are housed.

**Recommendation:** The Comptroller should consider the advisability of having examiners of municipal accounts incorporate in their reports comments as to the proper safeguarding of local records. At the discretion of the Comptroller the conditions under which local records are housed might be reported to the proposed Division of Records Administration.

**Finding:** The provisions of Section 1199 of the Education Law which impose upon local historians the duty of examining into the condition of local records are ineffective and impracticable.

**Recommendation:** Such provisions should be repealed.

### **The Division of Archives and History**

**Finding:** (a) Instead of two divisions provided by Section 1190 of the Education Law, a Division of Public Records and a Division of History, there exists only a Division of Archives and History in the Education Department.

(b) According to law the main function of the Division of Archives and History is historial research, editing and publication. It has, however, concentrated on records administration functions and on the management of historic sites.

**Recommendation:** (a) The provisions of Section 1190 of the Education Law which provide for a Division of Public Records and a Division of History in the Education Department should be repealed and the Division of Archives and History which now exists in place of the two Divisions should be abolished.

(b) The personnel now engaged in records administration duties in the Education Department should be transferred to the proposed Division of Records Administration.

(c) The management of historic sites should be transferred to the State Museum.

(d) The State Historian should be transferred to the State Library so that he may devote his full time to historical duties imposed upon him by law.

## V

### HISTORY OF RECORDS ADMINISTRATION

Approximately one hundred and fifty years ago the New York State Legislature demonstrated its concern for the preservation of official State records by providing in the act for the erection of the first State building at Albany passed on March 10, 1797, that the

... building shall be so constructed as to contain commodious, secure and sufficiently extensive apartments for the safekeeping of all the records, books, papers and other things, belonging or in any wise appertaining to the office of the Secretary of this State, and to the office of the clerk of the Supreme Court; and such other public papers as the Legislature may from time to time direct to be deposited therein;  
...

Throughout the early part of the Nineteenth Century the Legislature made a number of significant provisions for the preservation of historical records. In 1814 Governor De Witt Clinton appointed a native of Holland to translate and prepare for publication the old Dutch records of New York State. By a concurrent resolution adopted in 1819 the Legislature authorized the Secretary of State to classify and arrange the State archives to secure them from "decay or abuse."<sup>†</sup> An even more aggressive program was undertaken when the Legislature on May 2, 1839, provided for the appointment of an agent to procure or transcribe documents in Europe concerning the colonial history of the State.<sup>\*\*</sup> From 1841 to 1846, the "agent", John Romeyn Brodhead, was engaged in his task of supplementing the New York archives with thousands of copies of original documents.

#### Transfer of Records to the State Library

In December, 1847, the Legislature gave its attention to the problem of records which were inactive but which had historical significance, by resolving

That the Secretary of State be directed to deliver to the Regents of the University, to be preserved in the State Library, all such documents of historic interest, relative to and connected with the annals of the State, as are now kept in the store room of his department, and as he may deem advisable and proper to be so transferred and delivered.‡

Under the terms of this resolution, hundreds of manuscripts were transferred in 1849 to the State Library then housed in the State

\* Laws of 1797, Chapter 31. Completed in 1798, the building was later used as a museum and finally was torn down in 1855.

† New York Senate Journal, 1819, p. 112.

\*\* Laws of 1839, Chapter 315.

‡ New York Senate Journal, 1847, p. 1022.

Capitol. Other important records remained under the supervision of a historian in the office of the Secretary of State.

The movement for the preservation of public records received considerable impetus in 1859 with the approval of "An Act for the better preservation of the public records, and for other purposes."\* This Act placed in the custody of the Regents of the University of the State of New York legislative records more than five years old and all other public records of the State for whose care no other provision had been made. To the Joint Library Committee of the Legislature was assigned the duty of examining and reporting to the Legislature the condition of public records in all departments of State government. Subsequent revision of the law charged the State Library with the task of preserving those records.

By authority of Chapter 120 of the Laws of 1881 the Comptroller and the Secretary of State transferred hundreds of valuable Colonial and Revolutionary War manuscripts and other historical documents to the State Library. This Act provided further that (1) copies of such documents and records certified by the Board of Regents could be used as evidence in all courts within the State with the same force and effect as the original, and (2) the Board of Regents should appoint a "suitable person" to take charge of the records as heretofore had been done by the Secretary of State. The official responsible for the care of historical documents in the office of the Secretary of State became in 1881 the first head of the Manuscripts Section of the State Library. In 1886 the historical manuscripts were housed in the new State Capitol. The 1890 report of the New York State Library bestowed the title of "Archivist" for the first time upon the head of the Manuscript Section.

Some question as to jurisdiction over the State manuscript collections arose with the appointment by the Governor of a State Historian pursuant to Chapter 393 of the Laws of 1895. This law made the State Historian responsible for the collection, compilation and preparation for publication of New York military and naval records "together with all official records, memoranda and statistics affecting the relations between this commonwealth and foreign powers, between this State and other States and between this State and the United States." Manuscripts of this nature were already in the possession of the State Library.

A disastrous fire on March 29, 1911, destroyed the western part of the Capitol in which the State Library was located. In all, more than 750,000 volumes and pamphlets and 270,000 historical manuscripts were burned. It was estimated that only one-third of the most valuable manuscripts were saved.†

\* Laws of 1859, Chapter 321.

† New York State Department of Education, Eighth Annual Report, 1912, pp. 937-40.



## Establishment of Records and History Divisions

With public attention focused on the problem of the safekeeping of State records, the Commissioner of Education, Andrew S. Draper, called the attention of the Regents to the necessity for major changes in legislation concerning the custody and preservation of public records. He recommended the following:

... Just now the public mind has been directed very sharply to the desirability of better public records and of the conservation and care of the same. It therefore seems a good time to seek legislation which will absolutely prevent the destruction of county, municipal, township, or other records of any of the political subdivisions of the State; which will give us the legal right to inspect all such records; and which will put us in a position to assure more complete records, kept in better form and with more security than is now commonly the case. This work may very properly be associated with the care of the collections in the State Library, and ought to be associated with the work of the State Historian.

I therefore recommend as follows:

1. That representations be made to the Governor that the present State Historian ought not to be reappointed.

2. That the office of State Historian be transferred to the Education Department.

3. That in such event there be organized in this Department a Division of History and Public Records.

4. That legislation be sought which will lead to the keeping of more complete records in all the political subdivisions of the State; that the form and care of records have the oversight of the Education Department; and that these records, so far as the authorities in such subdivisions shall desire, be received and cared for by the State Library.\*

Most of these recommendations were enacted into law by Chapter 380 of the Laws of 1911. However, instead of one Division of History and Public Records as proposed by Commissioner Draper, two separate divisions were created in the Department of Education—the Division of Public Records and the Division of History. In addition, the Education Department was given control of all public records of extinct State agencies and of records transferred to the Department of municipalities. The Act creating these divisions was supplemented by Chapter 424, of the Laws of 1913 which broadened the powers of the Division of Public Records and which made it mandatory for all State and local officials to obtain the consent of the Commissioner of Education before disposing of public records.†

## Action by Board of Regents without Legislative Authority

On April 16, 1915, the Commissioner of Education, John H. Finley, reported to the Board of Regents that it would be opportune to bring together under one head all the activities of the Education Department relating to the archives of the State. While he pre-

\* *Ibid.*, pp. 963-4.

† Chapter 424 of the Laws of 1913 also amended the Education Law by inserting a new Article 46, now consisting of Sections 1190-1199-a.

ferred to accomplish this coordination through legislation he was doubtful of the wisdom of having a bill introduced toward the end of the session. He made the following recommendations :

. . . It seems to me that this would be a most opportune time to bring together under one head all the activities of the University relating to the archives of the State. I have caused a bill to be prepared to provide for such coordination, but I am doubtful of the wisdom of presenting it at this late hour. What might very properly be done, I think, is to urge that, since no appropriation has been made for the Public Records Division, the Legislature introduce an item of \$2000 for an assistant in the History Division, to give special attention to the preservation of records in the State.

I therefore make these formal recommendations:

1. That the Chief of the History Division be hereafter known as the Director of Archives and History.
2. That the chief archivist be transferred from the State Library to the History Division.
3. That the Legislature be urged to appropriate \$2000 for another assistant in the History Division, such assistant to give special attention to the preservation of records.\*

Thereupon, the Regents consolidated the Division of History and the Division of Public Records into a Division of Archives and History and designated the State Historian as the Director of this new Division. These organizational changes took place despite the law which mandated the creation of the two separate divisions.

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\* Regents Minutes, April 16, 1915.

## VI

### THE ROLE OF THE EDUCATION DEPARTMENT IN STATE RECORDS MANAGEMENT

#### Functions of the Division of Archives and History

The Education Department's control over public records is exercised through the Division of Archives and History. To the extent that it is charged with certain historical research and publication functions, the Division of Archives and History is a service and educational agency. Its responsibilities with regard to the preservation of public records make it an enforcement agency as well. As manager of historic sites it has a number of custodial functions. Finally, the Division is a promotional agency in that it seeks to develop the historical resources of the State.

The two distinct functions entrusted to the Division with respect to the preservation and disposal of records are:

1. Drawing up for the approval of the Commissioner of Education recommendations for the disposal of useless State and municipal records.

2. The supervision of all public records of political subdivisions to insure their protection and preservation.

The following are the historical functions of the Division of Archives and History:\*

1. The collection, editing and preparation for publication of public and other records relating to the history of New York State and its political subdivisions.

2. The management of historic sites.

3. The erection of historical markers.

4. The commemoration of historical events.

5. Answering requests for historical information.

6. Planning and recommending the activities of local historians.

#### Disposal of Records of State Agencies

##### *Consent of Commissioner of Education Required*

Section 1197 of Education Law gives the Commissioner of Education power over the disposal of State and local public records in the following words:

No officer of the state or of any county, city, town or village or other political division of the state, or of any institution or society created under any law of the state, shall destroy, sell or otherwise dispose of any public record, original or copied, or of any archives, in his care or custody or under his control, and which are no longer in current use, *without first having advised the commissioner of education of their nature and obtained his consent.* (Italics supplied)

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\* These are discussed on page 50.

The necessity of obtaining the authorization of the Commissioner of Education for the destruction of public records is restated in laws governing record disposals in the Departments of Law, Audit and Control and Taxation and Finance.\* For example, Section 41(b) of the Executive Law expressly prohibits the Comptroller from destroying papers of historic value without obtaining the approval of the Commissioner of Education. This restriction also applies to the originals of public records that have been photographed or microphotographed under the terms of Section 65-a of the Public Officers Law. Only after obtaining the consent of the Commissioner of Education are heads of State departments, boards, or commissions authorized to destroy the records that have been reproduced.

The term "public records" as defined by Section 1194 of the Education Law, means any written or printed book or paper or map (a) which is the property of the State or of any county, city, town or village or part thereof, and in or on which any entry has been made or is required to be made by law, or (b) which any officer or employee of the State or of any county, city, town or village has received or is required to receive for filing.

### *Non-Scheduled and Scheduled Disposals*

Applications for approval of records disposals are initiated by State agencies and sent to the Division of Archives and History. Such requests for the disposal of records are made on a non-scheduled or scheduled basis. Non-schedule disposals, which are most common, involve the submission to the Division of Archives and History of a list of records which the departments would like to destroy. When departments want approval in advance for records they would like to dispose of after a specified period of time, they request authorization for "scheduled" disposals. This latter procedure has been in vogue since 1944. If the information on the requests is not complete, the Division secures additional information either by inspection of the records or by mail or telephone.

Depending on the type of record, the Division consults with other interested departments to determine whether they would be adversely affected by its disposal. No recommendation for the destruction of fiscal records in any department is made without first finding out from the Department of Audit and Control whether an audit has been made. The consultation is done by telephone and the Division receives no formal notification of the approval of the Department of Audit and Control for the destruction of useless records. Before recommending the disposition of useless records in State institutions, the Division of Archives and History makes a joint examination of the records with a member of the Bureau of Field Audit of the Department of Audit and Control. Records deemed valueless are classified by titles and inclusive dates and recommendations are drawn up for their disposal.

\* Executive Law, Section 41 (b); State Department Law, Sections 139 and 183.

Most requests for disposal by schedule have originated in the Department of Health. In cooperation with the Division of Archives and History, the Division of Local Health Administration of the Department of Health in 1946 submitted to all district health offices a list of all records in those offices and requested each district health officer to appraise the value of the individual records. A list of records considered by the district health officers to be useless after specific periods of time was then forwarded to the various divisions of the Department of Health for further evaluation. The list was modified in the light of the additional recommendations and submitted to the archivist for preliminary examination and approval. Formal disposal authorization by schedule for records on the revised list was then requested of the Commissioner of Education by the Department of Health.

### *Disposal Authorizations for 1944-46*

The following table shows the number of disposal authorizations, scheduled and non-scheduled, for the years 1944-46, totaling 640:

NUMBER OF DISPOSAL AUTHORIZATIONS, 1944-46

Department	1946			1945			1944		
	Total	Non-scheduled	Scheduled	Total	Non-scheduled	Scheduled	Total	Non-scheduled	Scheduled
All departments.....	309	119	190	229	147	82	162	83	30
Agriculture and Markets..	2	2	.....	1	1	.....	.....	.....	.....
Audit and Control.....	5	4	1	.....	.....	.....	10	10	.....
Civil Service.....	.....	.....	.....	11	.....	11	.....	.....	.....
Conservation.....	16	.....	16	11	11	.....	19	19	.....
Corrections.....	94	94	.....	2	.....	2	10	10	.....
Education.....	4	4	.....	.....	.....	.....	.....	.....	.....
Executive Department.....	1	1	.....	12	12	.....	5	5	.....
Health.....	173	.....	173	76	7	69	20	.....	30
Labor.....	.....	.....	.....	.....	.....	.....	1	1	.....
Law.....	.....	.....	.....	3	3	.....	.....	.....	.....
Mental Hygiene.....	.....	.....	.....	18	18	.....	.....	.....	.....
Public Works.....	.....	.....	.....	.....	.....	.....	10	10	.....
Social Welfare.....	.....	.....	.....	.....	.....	.....	14	14	.....
State.....	4	4	.....	6	6	.....	6	6	.....
Taxation and Finance.....	10	10	.....	80	80	.....	7	7	.....

During this period 52 per cent of the disposals were on a non-scheduled basis. In 1946 most of the recommendations involved disposal of records by schedule. Of the 292 scheduled disposals, 262 concerned records of the Department of Health. Six hundred and forty authorizations granted to State agencies at the recommendation of the Division of Archives and History resulted in the disposal of many tons of records consisting of correspondence, estimates, bills, judicial orders, vouchers, reports, completed forms, cancelled and audited checks, licenses and certificates, ticket stubs and books, punch cards of various sorts, record books, requisitions, payrolls, applications, bulletins and circulars, memoranda, permits, closed and audited claims, tax records and returns etc.

### *Criteria for Determining Enduring Value of Public Records*

Prior to drawing up for the approval of the Commissioner of Education recommendations for the disposal of records, the Division of Archives and History must determine whether or not the records have enduring value. It does this by classifying records into types that possess permanent administrative, legal, research or historical value. The Division, however, has not outlined the criteria for such evaluation in a manual that would be helpful to State agencies. As guides for the identification of records of permanent value, it utilizes standards similar to those set up by the National Archives which preserves records of governmental agencies that show:

1. The organization and administrative history of the agency.
2. The policies it followed and the reasons for the adoption.
3. Its working methods.
4. Its specific individual transactions insofar as they established a legal status of any kind or as they may be presumed to have a general and continuing interest.
5. The general social, economic, or other conditions with which the agency dealt.\*

These criteria are applied to specific classes of records such as policy, housekeeping (personnel, fiscal, procurement and property control), operating, statistical, field and duplicate records.

### *Preparation of Authorizations*

Recommendations for the disposal of valueless State records reach the Commissioner of Education through a cumbersome procedure. Each departmental request is prepared as a separate legal document by the Division of Archives and History and then forwarded to the Law Division of the Education Department for approval. If the Law Division finds nothing objectionable, it sends the proposed approval to the Commissioner of Education for his signature and the seal of the Education Department. Routing all proposals for disposal of records through the Law Division and the Commissioner's office unnecessarily burdens those two offices, adds little to the original check by the Division of Archives and History and complicates what should be a matter of administrative routine to be handled only by the Division. This procedure could have been simplified by the printing of proper approval forms to be filled out by the department requesting authorization for records disposals and approved by other interested State agencies and by the Division of Archives and History over the printed signature of the Commissioner of Education. One agency, the Department of Taxation and Finance, has evolved a form of this type on which useless records can be itemized and which provides space for the approval of the President of the Tax Commission, the Comptroller and the Commissioner of Education.

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\* The National Archives, *How to Dispose of Records: A Manual for Federal Officials*, Revised Edition, 1946, pp. 8-9.

### *Difficulties in Records Disposal Program*

The records disposal program of the Division of Archives and History is beset with a number of difficulties. Despite the unmistakable prohibition in Section 1197 of the Education Law against the destruction of records without the approval of the Commissioner of Education, a few State agencies have disposed of records without notifying the Commissioner or the Division of Archives and History. This may be attributable in part to a general unfamiliarity with the miscellaneous statutes governing the disposition of departmental records.\* These statutes are tabulated in Appendix B. While the Departments of Audit and Control, Taxation and Finance and Law are invested with the power to dispose of certain types of records, nevertheless statutes require them to get the approval of the Commissioner of Education. Five other departments are given statutory authority to destroy records after retaining them for a prescribed period of years.† The statutes are silent as to whether or not the approval of the Commissioner of Education is a condition precedent to destruction. There are no specific laws governing disposals in the other departments or agencies. In one instance a department is given discretionary power with reference to the length of time records may be kept. In other departments the prescribed retention period, in the few instances where it is specified in a statute, ranges from three to fifteen years. Eighteen statutes carefully specify the types of records that should be preserved but are silent as to the retention period.

Various sections of the Penal Law are designed to prevent the disposal or destruction of records. A retiring governmental executive or administrator is required to turn over the records of his office to his successor.\*\* Mutilation, destruction, concealment, erasure, obliteration or falsification of public records by a ministerial officers are declared to be felonies.‡ Specific penalties are aimed at individuals who mutilate or dispose of any records filed in a public office.\*\*\*

The Attorney-General has ruled that State officers are without authority to dispose of public records in the absence of a statute authorizing their destruction. Section 1197 of the Education Law does not confer on the Commissioner the power to authorize destruction of records.§ It merely confers power to approve or disapprove the proposal for disposal of records.

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\* In addition to the requirement of Education Law, Section 1197, that the approval of the Commissioner be obtained for the disposal of records, there are provisions in the Penal Law imposing penalties for unauthorized disposals (Section 2050).

† Banking Department, Banking Law, Sections 11 (3) and 627 (3); Insurance Department, Insurance Law, Section 14; Labor Department, Labor Law, Sections 36 and 539; Public Service Department, Public Service Law, Section 7 (2); State Department, Election Law, Section 322a and Executive Law, Section 22.

\*\* Penal Law, Section 1836; Public Officers Law, Section 80.

‡ Penal Law, Section 1838.

\*\*\* Penal Law, Section 2050.

§ Op. Att'y. Gen., 1945, p. 77.

## *Inadequacy of Definition of Public Records*

There is some conflict both in the statutes and in interpretation as to what constitutes a public record. The following definition of public records appears in Section 1194 of the Education Law:

In construing the provisions of this chapter and other statutes, the words "public records" shall, unless a contrary intention clearly appears, mean any written or printed book or paper, or map, which is the property of the state, or of any county, city, town or village or part thereof, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the state or of a county, city, town or village has received or is required to receive for filing.

All public records inscribed by public officials, other than maps, shall be entered or recorded in durable ink on linen paper durably made and well finished.

As broad as the definition seems to be, it does not comprehend such valuable records as correspondence, memoranda, forms of various kinds and other recorded transactions which are not received or required to be received for filing. Conversely, under the foregoing statutory definition unimportant papers and numerous duplicates of original records must be regarded as "public records" so long as they have been or are required to be received for filing by any public office or employee.

A somewhat similar definition appears in Section 241 of the Second Class Cities Law which provides that the following shall be deemed to be public records: all books, papers and documents filed with or constituting a part of the records or proceedings of any office, board, or department of the city. Section 51 of the General Municipal Law is somewhat more detailed and characterizes the following as public records: all books of minutes, entry or accounts, and the books, bills, vouchers, checks, contracts or other papers connected with or used or filed in the office of or with any officer, board or commission acting for or on behalf of any county, town, village or municipal corporation in this State.

The term "public records" as commonly understood would seem to suggest that all records in public offices are available for public inspection. This misconception may be due in part to the provisions of Section 66 of the Public Officers Law which, literally read, requires every public officer to furnish a transcript of any paper on file in his office to all who apply and tender the fees allowed by law. The language of the statute is as follows:

A person, having the custody of the records or other papers in a public office, within the state, must, upon request, and upon payment of, or offer to pay, the fees allowed by law, or, if no fees are expressly allowed by law, fees at the rate allowed to a county clerk for a similar service, diligently search the files, papers, records, and dockets in his office; and either make one or more transcripts therefrom, and certify to the correctness thereof, and to the search, or certify that a document or paper, of which the custody legally belongs to him, can not be found.



The courts have held, however, that the foregoing statute is not to be construed literally.\*

In addition, certain statutes compel secrecy with regard to specific types of records which nonetheless are public records. For example, the Department of Taxation and Finance is specifically prohibited from disclosing information on various tax reports and returns except in accordance with proper judicial order.† Section 23 of the Agriculture and Markets Law defines as public records all proceedings, documents, papers and records filed with the Department of Agriculture and Markets relating to matters within its jurisdiction and powers except such portions as are regarded by the Commissioner as confidential. The term "public records" as defined in Section 1194 of the Education Law includes records of public agencies which are not ordinarily made available to the public.\*\*

A more adequate statutory definition of public records would undoubtedly serve to eliminate some of the present confusion. Congress in the Federal Records Disposal Act of July 7, 1943, as amended July 6, 1945, formulated the following statutory definition:

... the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal Law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data contained therein. Library and Museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "records" as used in this Act.‡

### *Survey by the Division of Archives and History*

In connection with its function of making recommendations to the Commissioner of Education for the disposal of records, the Division of Archives and History became aware of the chaotic conditions under which State records are kept. In May, 1946, on the basis of an incomplete and unchecked survey, the State Archivist estimated that departments had nearly 165,000 cubic feet of non-current records of enduring value. The Division of Archives and History on the basis of oral instructions from the Chancellor of the Board of Regents planned that such records would be housed under its jurisdiction. On this assumption, the Division outlined plans for the

\* *Matter of Natelson v. Portfolio*, 291 New York 290 (1943).

*People ex rel. Schweller v. Prendergast*, 89 Misc. 584 (1915).

*Matter of Blandford v. McClellan*, 173 Misc. 15 (1940).

† Tax Law, Sections 219-i(1), 219-oo(1), 384(1), 437(1), 465(1).

\*\* Op. Att'y. Gen., Jan. 3, 1946.

‡ United States Statutes at large, 57 Stat. 380-383; 59 Stat. 434.

administration of State records and for the construction of an archives building. The assumption of this function by the Division is not warranted by any statute. Actually, various provisions of the Education Law make the State Library the legal custodian of public records not placed in other custody by law.\* In the 5,000 square feet occupied by the Manuscript and History Section of the State Library are housed approximately 8,000 cubic feet of historical State records and private manuscripts.

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\* Education Law, Sections 1110, 1112, 1115.

## VII

### THE PROBLEM OF RECORDS PRESERVATION AND DISPOSAL

In order to obtain an accurate up-to-date picture of the records accumulation and maintenance problem, the Commission deemed it advisable to conduct an independent survey through questionnaires and personal inspection. Questionnaires were sent by the Commission to all State agencies to obtain data as to the amount of space occupied by inactive and non-current records, the personnel required to maintain these records, and various related problems pertaining to the maintenance and disposal of records. From the replies received from State agencies it is clear that the records problem is one of serious proportions which affects nearly all agencies and interferes with effective administration.

#### Estimated Square Feet and Cost of Space Housing Non-current and Inactive Records

More than 260,000 square feet of space are taken up by records considered by State agencies to be inactive and non-current. The volume of these records is estimated to be approximately 390,000 cubic feet. Unquestionably, the total records area reported for housing non-current and inactive records is inflated by the space required for storing duplicate records common to a number of agencies. However, this would seem to be offset by the reluctance of some agencies to report as non-current or inactive records not needed in the transaction of current business.

In the following table appears the estimated square feet and cost of housing inactive records:

ESTIMATED SQUARE FEET AND COST OF SPACE HOUSING NON-CURRENT AND INACTIVE RECORDS OF STATE AGENCIES, 1947

Type of space	Square feet	Estimated annual cost
Total.....	260,564	\$201,139.86
Public buildings.....	118,952	182,439.13*
Storage areas.....	108,180	85,406.15
Offices.....	10,792	17,093.98
Rented buildings.....	141,612	98,720.73
Storage areas.....	139,805	78,179.36
Offices.....	12,007	20,541.37

\* The annual estimated cost of space in public buildings is based on operation and amortization cost per square foot.

The estimated total annual cost of \$201,159.86 includes annual rental expense of \$98,721 plus an estimated annual operating and amortization cost of \$102,439 for space housing non-current records in public buildings. Of the total space, 83,544 square feet of records space with an annual total rental, operating and amortization cost of \$54,983 are ultimately not paid for by the State.\* This of course does not diminish the magnitude of the problem. Of the total records area, 237,765 square feet consists of assorted storage areas. Twenty-two thousand seven hundred ninety-nine square feet of office space is used for storing non-current and inactive records. Not only is expensive office space used for keeping records not needed in the transaction of current business, but most of the valuable non-current records of the State are housed in undesirable storage areas.

In the accompanying tables on pages 31 and 32 appear the distribution of the estimated square feet and cost of housing non-current and inactive records for all State administrative agencies.

It should be emphasized that the data submitted by State agencies with reference to their non-current and inactive records are conservative estimates. Data on State institutions are not included. In some departments nearly all records are regarded as current even if referred to infrequently.

The answers to the questionnaires indicate that in the various State agencies forty-three employees devote all or part of their time to the maintenance of inactive or non-current records at an estimated annual personal service cost of \$35,376. Ten employees with an estimated total annual salary of \$18,506 have full-time maintenance duties. Thirty-three employees devote part of their time to caring for inactive and non-current records. The annual cost of their part-time service is estimated at \$16,870.

### Volume of Inactive and Non-current Records

Area alone does not give a true picture of the volume of records. Assuming records are stored in standard four-drawer file cabinets, archivists estimate that on the average one square foot of area will hold one cubic foot of records.† In a number of instances records of the State are stacked ten feet high.

\* First instance appropriations are made to the Insurance Department, the Banking Department and the Workmen's Compensation Board for which the State is reimbursed. Obligations of the State Insurance Fund are met from premiums. The Division of Unemployment Insurance is financed by Federal grants.

† The ratio is somewhat higher in the National Archives where a records area of 758,000 square feet exclusive of stack elevators and air-ducts, holds under 1,000,000 net cubic feet of records, exclusive of records equipment. Thus in a building planned for records maintenance, one square foot of records area contains 1.3 cubic feet of records. In the Illinois Archives an area of 73,000 square feet houses 100,000 cubic feet of records, a storage ratio of 1.4 cubic feet to one square foot.

ESTIMATED SQUARE FEET HOUSING NON-CURRENT AND INACTIVE RECORDS OF STATE DEPARTMENTS IN PUBLIC  
AND PRIVATE BUILDINGS, BY STATE AGENCY

State agency	Space in square feet						
	Grand total	Public buildings			Rented space		
		Total	Offices	Storage	Total	Offices	Storage
All State agencies.....	269,564	118,362	10,792	108,160	141,612	12,067	129,605
Agriculture and Markets.....	1,599	1,575	.....	1,575	24	.....	24
Audit and Control.....	26,670	3,600	.....	3,600	23,070	700	22,370
Banking.....	3,546	3,546	.....	3,546	.....	.....	.....
Civil Service.....	1,000	.....	.....	.....	1,000	200	800
Commerce.....	800	.....	.....	.....	800	800	.....
Conservation.....	4,210	800	400	400	3,410	.....	3,410
Corrections.....	511	506	.....	506	5	5	.....
Education.....	18,377	8,070	3,820	4,250	10,307	307	10,000
Executive.....	.....	.....	.....	.....	.....	.....	.....
Executive Chamber.....	1,700	1,700	.....	1,700	.....	.....	.....
Division of the Budget.....	810	810	.....	810	960	960	.....
Division of Military and Naval Affairs.....	960	.....	.....	.....	486	486	.....
Division of Standards and Purchases.....	486	.....	.....	.....	2,100	600	1,500
State Liquor Authority.....	2,500	400	.....	400	3,272	1,772	1,500
Division of People.....	3,713	441	366	75	.....	.....	.....
State Commission against Discrimination.....	6	6	6	.....	32	32	.....
Health.....	5,714	5,682	172	5,510	1,515	.....	1,515
Insurance.....	3,725	2,210	.....	2,210	.....	.....	.....
Labor.....	.....	.....	.....	.....	.....	.....	.....
Workmen's Compensation Board.....	35,625	19,327	.....	19,327	16,298	.....	16,298
Board of Standards and Appeals.....	20	.....	.....	.....	20	20	.....
Labor Relations Board.....	700	700	.....	700	.....	.....	.....
State Board of Mediation.....	150	150	.....	150	.....	.....	.....
Division of Placement and Unemployment.....	.....	.....	.....	.....	.....	.....	.....
Insurance.....	34,900	.....	.....	.....	34,900	800	34,100
State Insurance Fund.....	5,748	.....	.....	.....	5,748	.....	5,748
Other Departmental divisions.....	4,713	4,713	.....	4,713	100	100	.....
Law.....	4,621	4,621	555	3,966	.....	.....	.....
Mental Hygiene.....	2,365	2,365	.....	2,365	1,271	1,271	.....
Public Service.....	6,906	5,635	1,000	4,635	328	328	.....
Public Works.....	48,303	47,975	3,549	44,426	3,500	728	3,800
Social Welfare.....	3,600	100	.....	100	.....	.....	.....
State.....	3,496	2,680	546	2,134	816	.....	90
Taxation and Finance.....	33,060	1,410	378	2,184	31,650	2,900	28,750
Postwar Public Works Planning Commission.....	30	30	.....	1,303	.....	.....	.....

ESTIMATED COST OF SPACE HOUSING NON-CURRENT AND INACTIVE RECORDS OF STATE DEPARTMENTS IN PUBLIC AND PRIVATE BUILDINGS, BY STATE AGENCY

State agency	Cost of space						
	Grand total estimated cost	Public buildings			Rented space		
		Total estimated operation and amortization cost	Offices	Storage	Total rent	Offices	Storage
All State agencies.....	\$291,159.86	\$192,439.12	\$17,822.96	\$85,496.15	\$98,726.73	\$38,541.37	\$78,179.36
Agriculture and Markets.....	1,674.66	1,575.00	.....	1,575.00	99.66	.....	99.66
Audit and Control.....	18,327.80	3,600.00	.....	3,600.00	14,727.80	1,190.00	13,537.80
Banking.....	3,546.00	3,546.00	.....	3,546.00	.....	.....	240.00
Civil Service.....	540.00	.....	.....	.....	540.00	300.00	.....
Commerce.....	880.00	.....	.....	.....	880.00	350.00	.....
Conservation.....	3,218.00	560.00	280.00	280.00	2,658.00	.....	2,658.00
Corrections.....	511.65	506.00	.....	506.00	5.65	5.65	.....
Education.....	16,456.21	8,070.00	3,850.00	4,250.00	8,366.21	386.21	8,000.00
Executive.....	850.00	850.00	.....	850.00	.....	.....	.....
Executive Chamber.....	406.00	406.00	.....	406.00	.....	.....	.....
Division of Tax Budget.....	1,776.00	.....	.....	.....	1,776.00	1,776.00	.....
Division of Military and Naval Affairs.....	729.00	.....	.....	.....	729.00	729.00	.....
Division of Standards and Purchases.....	4,010.00	800.00	.....	800.00	3,210.00	1,050.00	2,160.00
State License Authority.....	4,408.00	807.00	732.00	75.00	3,594.00	2,846.00	750.00
Division of Parks.....	12.00	12.00	12.00	.....	.....	.....	.....
State Commission against Discrimination.....	5,996.20	5,854.00	344.00	5,510.00	42.20	42.20	.....
Health.....	2,466.00	1,204.00	.....	1,204.00	1,260.00	.....	1,260.00
Insurance.....	27,036.50	21,383.00	.....	21,383.00	6,244.00	.....	6,244.00
Legislative.....	32.00	.....	.....	.....	32.00	32.00	.....
Division of Standards and Appeals.....	709.00	709.00	.....	709.00	.....	.....	.....
Labor Relations Board.....	220.00	250.00	.....	250.00	.....	.....	.....
State Board of Medicine.....	.....	.....	.....	.....	.....	.....	.....
Division of Placement and Unemployment Insurance.....	14,490.80	.....	.....	.....	14,490.80	1,000.00	13,490.80
State Insurance Fund.....	6,855.00	.....	.....	.....	6,855.00	.....	6,855.00
Other departmental divisions.....	4,712.00	4,712.00	.....	4,712.00	.....	.....	.....
Law.....	5,254.00	5,116.00	1,150.00	3,966.00	108.00	108.00	.....
Mental Hygiene.....	1,870.00	1,870.00	.....	1,870.00	.....	.....	.....
Public Service.....	9,806.65	6,628.65	2,000.00	4,628.65	3,178.00	3,178.00	.....
Public Works.....	20,133.23	20,082.48	6,846.98	22,929.50	450.76	450.76	.....
Social Welfare.....	1,290.00	100.00	.....	100.00	1,190.00	.....	1,190.00
State.....	3,624.26	2,409.00	1,082.00	1,317.00	1,215.26	1,083.96	1,131.40
Taxation and Finance.....	28,773.50	1,768.00	756.00	1,082.00	26,085.50	5,423.00	21,592.50
Post War Public Works Planning Commission.....	39.40	30.00	.....	30.00	.....	.....	.....

An extremely conservative estimate is that one square foot of records space in the various areas housing New York's records holds on the average at least one and a half cubic feet of records. This means that a minimum of 390,000 cubic feet of records considered by departments important enough for preservation are now stored in areas never intended for records.

### Housing of Records by Geographical Area

More than three-fourths of the records areas housing departmental non-current records are stored in Albany. Approximately 16 per cent of the total record space is in New York City. The following table itemizes the estimated square feet of space used for storing inactive and non-current records in Albany, New York City and other areas:

**ESTIMATED SQUARE FEET OF SPACE HOUSING NON-CURRENT AND INACTIVE RECORDS OF STATE DEPARTMENTS, BY GEOGRAPHICAL AREA**

State agency	Total	Square feet		
		Albany	New York City	Other areas
All State agencies.....	268,564	199,229	40,329	21,006
Agriculture and Markets.....	1,599	1,575	24	.....
Audit and Control.....	26,670	26,670	.....	.....
Banking.....	3,546	1,386	2,160	.....
Civil Service.....	1,000	1,000	.....	.....
Commerce.....	800	800	.....	.....
Conservation.....	4,210	2,430	.....	1,780
Correction.....	511	511	.....	.....
Education.....	18,377	18,233	25	119
Executive.....	10,175	9,575	400	200
Health.....	5,714	5,714	.....	.....
Insurance.....	3,725	2,010	1,715	.....
Labor.....	81,856	47,310	29,445	5,101
Law.....	4,621	1,860	1,925	846
Mental Hygiene.....	2,365	800	575	990
Public Service.....	6,908	5,900	1,908	.....
Public Works.....	48,303	35,983	350	11,970
Social Welfare.....	3,600	3,600	.....	.....
State.....	3,496	2,908	590	.....
Taxation and Finance.....	33,060	31,846	1,214	.....
Postwar Public Works Planning Commission.....	30	30	.....	.....

### Conditions Under which Valuable State Records are Housed

State records are faced by the ever-present threat of fire and other hazards. There are few storage areas where non-current and inactive records are kept entirely free from the danger of fire.

Where sprinkler systems are used there is little comfort in the knowledge that water will complete the damage begun by fire. This is true of the best of the storage areas, the Stratton Building on 103 Washington Avenue in Albany where permanent records of the Comptroller dating back to pre-Revolutionary War days are kept. In the Power House on Sheridan Avenue in Albany the Department of Public Works keeps 27,000 square feet of records, many of them valuable land records. Most of them are disorganized, inaccessible and liberally covered with coal dust. The records that choke the 9,000 square feet in the basement and sub-basement of the State Office Building in Albany and the 15,000 square feet of the basement of the Capitol are definite fire hazards. Wedged in under steam pipes, many records are stored in temperatures ranging from 90 to 110 degrees. Valuable records of the Erie Canal are strewn about the basement of the Capitol without even the superficial protection of a bin.\* These are but a few examples of the dangers that threaten State records that have permanent administrative, legal, and research value. Photographs of major storage areas shown in Appendix C reveal strikingly the unsatisfactory conditions under which con-current and inactive, records are housed.

Aside from worrying about the safety of their valuable records, State officials at times despair of finding non-current or inactive records when they need them. In some instances it takes two or three days to find a record. In other instances it is virtually impossible to find certain records with the results that important papers are occasionally written off as lost. In a few storage areas little attempt is made to classify non-current records and to keep them in accessible cabinets or on shelves. Lacking adequate controls over many non-current and inactive records, a few agencies have no means of knowing whether or not records are missing. The situation is not only critical but growing worse. As the activities of State government expand, the rate of accumulation of records is accelerated.

### **The Use of Microphotography by State Departments**

Faced with the problem of reducing the volume of records to conserve space and of preserving records, a number of State departments have resorted to microphotography. When microphotography has been used, it has resulted in a saving of storage space ranging from 90 to 98 per cent. The Division of Placement and Unemployment Insurance of the Labor Department has saved approximately 570 square feet of space by microphotographing employer contribution records, the film of which is now stored in only one file cabinet. The use of microphotography obviates time-wasting trips to warehouses where original records would otherwise have to be stored. In 1940 and 1941, the Division of Laboratories and Research of the Health Department microphotographed diag-

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\* Since this report has been released, these records have been removed to the state library.



nostic histories for the period from 1914 to 1935, which made available needed floor space and released 327 transfer drawers for future use, thereby making it unnecessary to buy transfer cases for at least five years. By microphotographing inactive patients' records, the Mental Hygiene Department has preserved them indefinitely and has released half of its storage space for active records. If the Department of Taxation and Finance had not microphotographed all franchise tax returns, an additional 2,500 square feet of space every five years would have been required. The Division of Parole has made a study of microphotography and estimates a possible saving of 600 square feet of space annually if some of its older permanent records were microphotographed. The Department of State does not use microphotography, but regards it as necessary for the preservation of irreplaceable land records, patents, original deeds, title papers, field notes, surveys and indices of Dutch transfers.

The results of microphotography, however, have not been conclusive because of excessive cost. In October, 1945, the Department of Audit and Control received an estimate of \$867,000 as the cost of microphotographing 46,663,900 records dating from 1777 to the present. The Insurance Department recently transferred to the State Library insurance company statements covering the years 1868 to 1915. It would have cost approximately \$50,000 to microphotograph these statements. The Division of Placement and Unemployment Insurance of the Labor Department has found that it is cheaper to store benefit checks in warehouses than to microphotograph them. The Illinois Archivist has estimated that at times it may be cheaper to construct a warehouse to store original records than to microphotograph them. No general policy can be recommended regarding microphotographing. The problems of each agency must be individually considered and decided after a pilot study. Such studies make it possible to determine the advisability of using microphotographing. Federal agencies make it a practice to have the National Archives make pilot studies of costs before they contract with private microphotography companies or do their own processing.

### Survey of Records Administration Outside of New York

The records problem in New York State calls for immediate action. There is an imperative need for the initiation of an aggressive, systematic program that will make it possible for State agencies to preserve under favorable conditions records of enduring, administrative, legal or research value and to dispose of great quantities of valueless records that have accumulated over the years because of (1) lack of statutory authority for disposal of useless records, (2) cumbersome procedures governing disposals, (3) inaction with reference to records disposals.

Before formulating a program of this nature, the Commission considered it desirable to have its staff survey outstanding records management practices in the Federal Government and the various

states. In the following twelve states central records repositories have been established for the preservation of valuable non-current records and inactive records: Alabama, Colorado, Delaware, Georgia, Illinois, Iowa, Indiana, Kansas, Maryland, Mississippi, South Carolina and South Dakota. Of these states only Illinois, Delaware and Maryland have constructed buildings specifically designed for archival purposes.

In Washington an aggressive records disposal and preservation program has been under way since 1935 under the direction of the National Archives. To gain first hand knowledge, members of the Commission staff have visited the National Archives and the Illinois Archives not only because they are the largest governmental records repositories in the country, but because they illustrate different principles of records administration.

### *The National Archives*

Established by the National Archives Act of 1934, the National Archives is a central staff management agency directly responsible to the President. Besides establishing the National Archives, the Act created the office of Archivist of the United States and a National Archives Council to formulate records management policies and made the Archivist responsible for the drafting of procedures governing the disposition of useless records through the National Archives Council and a joint committee of Congress. Lawful destruction of Government records without permanent value was made possible by the Disposition of Records Act of 1939. The Federal Disposal Act, approved in 1943 and amended in 1945, authorized the Archivist to approve in advance schedules for the regular disposal of valueless records after specified periods of time.

With a program of this nature in effect, Federal agencies get authority to dispose of records without having to ask Congress for specific legislation. As a matter of routine the Archivist requests agencies to submit to him schedules of records that are in existence or will be created. If the records have no enduring value and this fact is attested to by a joint committee of Congress, the agency is given authority to destroy them after a specified period of time. Thus it is unnecessary to send tons of useless records to the National Archives. The appraisal is done within the agency and results in the following determinations: (1) decisions as to whether the administrative value of records expires at the time the agency no longer needs them, (2) decisions as to whether the rights of individuals are documented in records thus necessitating their preservation even if a particular agency no longer has use for them, (3) decisions as to whether records have research value so that the evolution of policies, procedures, etc. may be traced. When records are common to two or more agencies, the Archivist gives blanket authority to all except one to dispose of them. One set is retained as the official records. All official records of enduring administrative, legal, research or historical value are transferred to the National Archives with the consent of the agency that produced or acquired them.

The National Archives makes a distinction between non-current records of enduring value and semi-current records which are not necessarily of enduring value but must be kept a specified period of time. Large agencies like the War and Navy Departments have developed intermediate depositories for the storage of the latter type of records. At the end of the retention period prescribed in the disposal schedules, the small nucleus of permanently valuable records is transferred to the National Archives and the other records are destroyed. The statutory authority of the Archivist to recommend the length of time records should be retained before disposal supersedes other laws providing mandatory retention periods for specified types of records.

Upon receipt by the National Archives all records are fumigated, cleaned, flattened and laminated for permanent preservation before they are filed. The air-conditioning system makes all records virtually dust-free and controls the temperature and humidity. Guarded steel and concrete stack areas offer protection against fire, bombs and theft. A records area of approximately 758,000 square feet makes available 2,000,000 gross cubic feet for stack equipment accommodating nearly 1,000,000 cubic feet of records. Already the National Archives is filled close to capacity and in view of the flood of records produced by war agencies and other expanded agencies may soon reach the saturation point. After a decade of experimentation the National Archives has developed various types of filing cabinets, shelving and filing boxes appropriate for the assorted types of records. All records are classified by the name of the agency creating them and the integrity of a records series is maintained. Federal agencies which originally produced or acquired the records can, if they wish, restrict their use or request that they be maintained as confidential records.

The National Archives microphotographs its own records and, as indicated earlier, advises governmental agencies as to microphotography programs. Exhaustive finding aids are available as indices to the records.

There is little conflict between the Library of Congress and the National Archives with regard to the accessioning of records in view of the policy of differentiating between their holdings. The Library of Congress collects and preserves manuscripts and materials of national significance and enduring value which, however, are not in the category of official records. All official records of enduring value go to the National Archives.

The Archivist attributes the success of the program in part to the fact that the National Archives is independent of all departments and is immediately responsible to the Chief Executive. Through executive orders signed by the President the Archivist is able to control the transfer and disposition of Government records. For example, Executive Order 9784 promulgated on September 25, 1946, directs agencies to retain in their custody only those records needed in the conduct of their current business and to transfer all other records to the National Archives or to propose their disposition in accordance with the Federal Disposal Act of 1943.

Because of its central position, the National Archives has been successful in encouraging agencies to appoint records officers to effect liaison between the Federal departments and the National Archives on numerous problems of records management.

### *The Illinois Archives*

The Illinois Archives, constructed in 1938 at a cost of approximately \$920,000 including equipment, represents a different type of administrative organization. The Illinois Archivist heads a Department of Archives which is part of the State Library and is responsible to the Secretary of State, an elected official, who is also State Librarian. The Archives Department is therefore independent of the Governor and unlike the National Archives is not one of the central governmental management agencies. As part of the State Library and the Department of State it has no control over its finances and the hiring of personnel.

Any state agency in Illinois with the consent of the Archivist may transfer non-current records of enduring value to the Archives Building. It is estimated that approximately 90 per cent of such records are in the Archivist's custody today. Records disposal schedules are submitted for approval to a State Records Commission consisting of the Archivist, the Secretary of State, the State Historian and two heads of State departments. Approval by the Legislature is necessary before the Commission's recommendations become effective.\* Occasionally, the State Records Commission is bypassed by departments which independently seek the approval of the Legislature for the destruction of records. Even if they are useless, non-current and inactive departmental records may also be stored in vaults in the Archives Building over which the Archivist has no jurisdiction and which are not serviced by employees of the Archives Department. Only authorized departmental employees have access to these vaults which are nothing more than extensions of departmental filing space.

In addition to seventeen departmental vaults of various sizes there are twelve floor levels of records area, each one approximately eight feet high. As indicated previously, the total records area approximates 73,000 square feet. Exclusive of occasional stacks, most of the records are filed in special six-drawer cabinets six and one-half feet high and thirty inches deep. The use of such cabinets makes for less flexibility in housing records than is true of the National Archives where stacks and cabinets of varying sizes are used. There are approximately 6,520 of these filing cabinets with an estimated records capacity of 97,800 cubic feet. With 3,500 cubic feet available on stacks, the estimated total capacity of the Illinois Archives approximates 100,000 cubic feet. It is estimated that the Archives Building will be crowded to capacity in the near future.

Three floors of one wing of the Archives Building have been taken

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\* Illinois Statutes, Chapter 116, Section 42.

over by the Automobile Department which, like the Archives Department, is under the jurisdiction of the Secretary of State. Three and one-half floors of the vaults house the State Library's documents collection.

The effectiveness of the Illinois Archival agency is hampered by the fact that it is subordinated to one state department and is not an independent agency. In its proposal for a Division of Records Administration, which is discussed hereafter, the Commission has sought to avoid the fundamental organizational weakness of the Illinois Archives agency.

### **Recommended Establishment of Records Administration Program**

On the basis of the experience of the Federal Government and some of the states, the Commission recommends the establishment of a central records agency in New York State which would direct and coordinate effective records disposal programs and provide for the preservation of valuable records. The records administration program is designed to render assistance to numerous State and local agencies of government. This function should be performed by an agency created and organized to give the program its undivided attention. Such an agency should have a central position similar to that of the Division of Standards and Purchase which services both State and local agencies.

The administration of the proposed records program should not be placed in the Division of Archives and History in the Education Department in order that it should not be subordinated to or confused with or in any way interfere with historical duties. Nor should any other agency in the Education Department be charged with responsibilities not directly related to education. The State Library, however, should continue to collect and preserve manuscripts and materials which are not produced in the transaction of State business.

### **Proposed Records Administration Act**

No effective systematic records administration program providing for the preservation of records of enduring value and the disposal of records having no administrative, legal, research or other value is possible under the existing statutory provisions relating to records preservation and records disposal.

The Commission has prepared and submits with this report a proposed Records Administration Act\* to be administered by a Division of Records Administration which, for the reasons cited above, the Commission recommends should be established in the Executive Department. Such a Division would be headed by a director qualified by training and experience to organize, supervise and direct a program of records administration as provided in the proposed act. The purposes of the proposed Division would be (a) to provide for the proper maintenance and preservation of records of enduring value, (b) to provide for the proper housing

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\* Appendix A, page 61.

of non-current or inactive records, and (c) to promote and facilitate the prompt and systematic disposal of records which no longer have administrative, legal, research or other value.

The proposed act contains a comprehensive definition of what constitutes "records". The machinery provided in the act is intended to assist all State agencies in reducing the accumulation of records by providing that they may submit to the Director lists proposing the disposal of useless records and schedules proposing disposal, after a specified period of time, of series of records now existing or hereafter created by such agencies.

The Division of Records Administration would be charged with the duty of actively assisting the various agencies in the preparation of such lists and schedules.

The Director would have the duty of examining the lists and schedules. At such time as he deemed expedient he would submit to the Legislature the lists and schedules submitted to him, or parts of such lists and schedules insofar as it would appear to him that any of such records do not, or would not, after the lapse of the period of time specified in the schedules, have sufficient administrative, legal, research or other value to warrant their further preservation.

The Legislature would refer such lists and schedules so submitted to a joint committee to be created as provided in the act. This committee would have the duty of examining the lists and schedules and reporting to the Legislature thereon together with their recommendations. If the Legislature by joint resolution approved the disposal of such records, the resolution would constitute the authorization for the disposal of the records specified after the expiration of the specified period of time.

The Legislature and the Judiciary could take advantage of the provisions of the act; but the joint resolution authorizing the disposal of records, although it would become mandatory for the other State agencies, would be entirely permissive with reference to records of the Judiciary or of the Legislature or any instrumentality of either.

The Commission recommends that the act be made effective July 1, 1947, to allow sufficient time for putting the proposed act into operation.

The enactment of this legislation would supersede various provisions of the Education Law and other laws that assign some authority with reference to records to the Commissioner of Education, the Board of Regents and the State Library. It would also replace the miscellaneous provisions which authorize destruction of records by specified agencies. All such provisions should be repealed or appropriately modified.

#### **Appropriation Required for Proposed Division of Records Administration**

The nucleus for the proposed Division of Records Administration should be obtained by transferring from the Division of Archives and History the following personnel: the Senior State Archivist,

the Assistant Archivist, the Supervisor of Public Records, the senior clerk and one stenographer. To effect this, appropriations approximating \$16,000 now made available for these positions to the Education Department should be transferred to the Division of Records Administration. Furthermore, it would be necessary to appropriate an additional \$20,000 for the proposed Division for such expenses as the salary of the Director and other needed personnel and for the purpose of other maintenance and operation.

### **Recommended Establishment of Records Repository**

At the earliest possible time a central records repository should be provided that would be adequate to house existing State records of enduring value and to provide for records accumulation in the future. This subject is now receiving the attention of the Commission on Building and Development.\* In this connection, the Director of the proposed Division of Records Administration would be able to render valuable assistance in estimating the extent of the space needs and in planning the character of the facilities to be provided.

The primary aim in the construction of a records repository would be to preserve the enduring records of the State and to provide for the storage of non-current and inactive records. The economies that would result from the centralization of such records in one building should not be overlooked. Among the advantages that would result would be the elimination of the current cost of space rented for records storage as is shown in the table on page 32, the release of at least 22,799 square feet of office space now used for storage purposes and the freeing for active use of hundred of file cabinets and shelf-equipment. Fire hazards and other dangers would be eliminated by removing records from basements and converting such space to more appropriate uses. Under this plan, before the Division of the Budget would approve the acquisition of additional space or the purchase of additional records equipment, it should consult with and request the proposed Division of Records Administration to survey State agencies to determine whether any records could be transferred to the proposed records repository.

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\* The New York State Commission on Building and Development of which Assemblyman Oswald D. Heck, Speaker of the Assembly, is Chairman, was appointed by the Governor on June 30, 1940 to make a study of the entire field of State-owned office space rentals and proposed post-war expansion of State-owned office and building facilities.

## VIII

### SUPERVISION OF LOCAL RECORDS

The Department of Education has certain responsibilities concerning the maintenance and disposal of local records. In undertaking a study of this problem the Commission has considered the following questions:

- (1) What is the responsibility of the State with reference to the administration of local records as prescribed by law?
- (2) What responsibilities are actually discharged by the State relative to the administration of local records?
- (3) To what extent should the State be charged with responsibility for the administration of local records?
- (4) How and through what State agency should such responsibilities be discharged?

#### Statutes Relating to Supervision of Local Records

Section 1192 of the Education Law provides in part as follows:

The officers of any county, city, town or village or other political division of the state or of any institution or society created under any law of the state may transfer to the regents records, books, pamphlets, manuscripts, archives, maps, papers and other documents which are not in general use, and it shall be the duty of the regents to receive the same and to provide for their custody and preservation.

This provision makes the Regents responsible for the preservation of records transferred to their custody by local officials. Section 1190 establishes in the Education Department a Division of History and a Division of Public Records. Actually, as has been described previously in this report, these units were consolidated into a Division of Archives and History without legislative authority.

Section 1193 imposes upon the Supervisor of Public Records the responsibility of examining into (a) the records, documents, etc. kept or hereafter to be kept, filed or recorded in the several public offices of the counties, cities, towns, villages and other political subdivisions of the State, and (b) all other public records of any public body, board, institution or society created under any State law in a political subdivision of the State. Specifically exempted from the provisions of this section are Kings and New York Counties in so far as functions of the Supervisor of Public Records conflict with the duties of the Commissioners of Records in those counties. Section 1195 charges the Division of Public Records with the duty of supervising the maintenance, retrieval, care and preservation of all public records in the various political divisions of the State and to advise public officers as to the method of maintenance and measures to be taken for the safety and preservation of all such records. While the section provides that the Division shall advise with and make recom-



mendations to public officials with reference to the foregoing, such recommendations are not merely advisory but may be enforced by an order issued by a justice of the Supreme Court upon application of the Commissioner of Education.

All local officials are required by Section 1196 of the Education Law to conform to the following requirements with reference to the safeguarding of public records: (a) the proper binding of public record books, (b) the completing of public record books left incomplete, (c) the maintenance of public records in ample fireproof rooms, vaults, safes, or other fire-resisting receptacles when they are not being used, (d) the arrangement of records for convenient reference. No duty is imposed upon the Supervisor of Public Records in connection with any of these provisions.

Section 1197 of the Education Law which requires local officials to obtain the approval of the Commissioner of Education before disposing of records provides as follows:

No officer of the state or of any county, city, town or village or other political divisions of the state, or of any institution or society created under any law of the state, shall destroy, sell or otherwise dispose of any public record, original or copied, or of any archives, in his care or custody or under his control and which are no longer in current use, without first having advised the commissioner of education of their nature and obtained his consent.

Failure on the part of public officers to comply with this and the foregoing sections on public records may result in a fine of not less than twenty dollars for each month of non-compliance by authority of Section 1199-a of the Education Law.

Under these sections of the Education Law cited above the Division of Archives and History is required to regulate and supervise the maintenance of public records in sixty-two counties (two offices in New York City may be excepted), sixty-two cities, 932 towns and 549 villages. From its inception in 1911 this program has been carried on by only one individual, the Supervisor of Public Records (11—3, \$3,100—\$3,850).

## Procedures

From time to time the Division of Archives and History has sent memoranda and form letters to the clerks of cities, counties, towns and villages concerning procedures to be followed in record maintenance. Such materials have been sent on a piecemeal basis and have not been compiled in a manual of procedures. An attempt to prepare such a manual in cooperation with the Association of Towns did not get beyond the discussion stage. The result is that newly appointed or elected clerks usually have no instructions available concerning the preservation or disposal of records in their jurisdiction. The work of the Supervisor of Public Records as it affects local officers may be summed up as follows: (1) the distribution of laws, regulations of the Commissioner of Education and other materials concerning local records, (2) inspections of local record offices, (3) promotion of county record repositories, and (4)

drawing up for the approval of the Commissioner of Education consents for the destruction or disposal of useless records in local public offices.

### *Distribution of Regulations*

Every two years the Supervisor of Public Records ascertains the names of newly elected local officials through questionnaires and sends them copies of pertinent provisions of the Education Law and of the regulations of the Commissioner of Education which require town and village clerks to keep certain records in safes or vaults.\*

### *Inspection of Local Records*

The Supervisor of Public Records makes inspections for the purpose of determining the extent of compliance with the laws and regulations of the Commissioner of Education. In the course of such inspections he investigates the housing of records with particular emphasis on the adequacy of dimensions of buildings, safes and vaults and their fire-resistant qualities. In addition, the arrangement, classification and condition of records are inspected and a determination is made as to the records that should be kept permanently or destroyed.

The following table shows the number of inspections made during the years 1944-46:

Political subdivision	Number of subdivisions	Number of subdivisions inspected, 1944-46	Percent of subdivisions inspected, 1944-46	Number of offices inspected
Total.....	1,605	125	7.8	1,265
County.....	62	25	40.3	487
City.....	62	16	25.8	240
Town.....	932	50	5.4	300
Village.....	549	34	6.2	228

The number of political subdivisions inspected is, however, not a reliable index of the workload of the Supervisor of Public Records. Within each governmental unit the number of offices maintaining records varies. On the average, there are 19.5 offices in a county, 15 in a city, 6 in a town and 7 in a village. Hence, on the basis of the offices actually surveyed, 1,265 inspections were made from 1944 to 1946. No monthly or annual reports on inspection are compiled. The data presented was tabulated by the Division of Archives and History at the request of the Commission from various Division records.

There are no records in the Division that show the time required

\* New York State Department of Education, Regulations of the Commissioner of Education, Sections 112 and 113.

to make these inspections. It has been estimated that in one day it is possible for the Supervisor of Public Records to cover four villages or two medium-sized towns within the same county. Larger towns present special problems. There is considerable variation in the amount of time devoted to the inspection of records offices in counties and cities. Depending on the size of these governmental units, inspection time consumed ranges from one to three days.

In addition to inspecting and making recommendations, the Supervisor of Public Records also helps local officials in the sifting, classification and storage of records. A report on each inspection is prepared by the Supervisor of Public Records who sends the original to the local clerk and the copy to the files of the Division of Archives and History.

### *Promotion of County Repositories*

In a number of localities records are kept in the home of the town or village clerk or in attics, barns or cellars. The Division of Archives and History has therefore promoted the establishment of central county records repositories to which could be transferred the non-current or inactive records of counties, cities, towns and villages. Through the promotional efforts of the Division, Montgomery County established a county records repository in 1935. By correspondence, form letters and speeches the Supervisor of Public Records has emphasized the advantages of such a repository. In 1935 the Division surveyed the records offices of the nineteen towns and fifteen villages in Onondaga County and those of the City of Syracuse and the County of Onondaga itself and estimated the economies that would be effected by the establishment of a central Onondaga County records repository.

If central county records repositories were established, it would be possible to preserve local records under favorable conditions. The Commission recommends that this problem be studied by the New York State Commission on Uniform County Law.

### *Disposal of Local Records*

Requests for the disposal of local records deemed to be of no further use originate with the official who has legal custody of the records. Upon receipt by the Supervisor of Public Records, the requests are checked to determine whether the records have any administrative, legal, research or other value or whether the records may be legally destroyed. In the Division of Archives and History there is no compilation of State and local laws governing the disposal of local records. With respect to all local financial records, the Supervisor of Public Records checks by telephone with the Bureau of Municipal Affairs of the Department of Audit and Control to ascertain whether the records have been audited. No official confirmation is obtained. As a result of an arrangement made between the Division of Archives and History and the Department of Social Welfare, local officials must clear their requests for Wel-

fare records disposal with the area director of the State Department of Social Welfare before applying to the Commissioner of Education for approval to dispose of them. As an additional check the Supervisor of Public Records telephones the Welfare Audit Section of the Department of Audit and Control to determine whether the records have been audited.

After the records disposal requests are checked and cleared with the appropriate State departments, the Supervisor of Public Records prepares an "authorization of disposal" form which he transmits to the Law Division of the Education Department for approval. If the Law Division approves, the authorization is sent to the Commissioner of Education for his signature and seal.

The following table shows the number of authorizations for the disposal of local records issued during the years 1944-1946:

Office of political subdivision	Number of authorisations for disposal of records			
	Total	1946	1945	1944
<b>Total authorizations all political subdivisions . . .</b>	<b>124</b>	<b>49</b>	<b>33</b>	<b>42</b>
<b>County authorizations . . . . .</b>	<b>33</b>	<b>15</b>	<b>5</b>	<b>13</b>
Clerk of Board of Supervisors . . . . .	3	3	.....	.....
County Clerk (including Commissioner of Juror's records) . . . . .	8	4	.....	4
District Attorney . . . . .	1	.....	.....	1
Elections Board . . . . .	2	2	.....	.....
Highway Superintendent . . . . .	2	.....	1	1
New York City Register (including Bronx, Kings, New York and Queens) . . . . .	3	1	1	1
Purchasing Agent . . . . .	1	.....	1	.....
Surrogate . . . . .	2	2	.....	.....
Treasurer . . . . .	7	2	1	4
Veterans' Assistance . . . . .	1	.....	1	.....
Welfare Commissioner . . . . .	3	1	.....	2
<b>City authorizations . . . . .</b>	<b>31</b>	<b>8</b>	<b>7</b>	<b>16</b>
Audit and Control . . . . .	2	.....	.....	2
Finance . . . . .	3	2	.....	1
City Clerk . . . . .	4	1	.....	3
City Court . . . . .	1	.....	.....	1
City Manager . . . . .	1	.....	1	.....
Education . . . . .	2	1	1	.....
Health . . . . .	2	.....	.....	2
Mayor . . . . .	1	.....	.....	1
Municipal Housing (Buffalo) . . . . .	1	.....	1	.....
Public Works . . . . .	2	.....	1	1
Treasurer . . . . .	3	2	.....	1
Utilities (Jamestown) . . . . .	1	.....	.....	1
Welfare Commissioner . . . . .	8	2	3	3
<b>Town authorizations . . . . .</b>	<b>40</b>	<b>15</b>	<b>17</b>	<b>8</b>
Clerk . . . . .	35	11	17	7
Welfare Officer . . . . .	3	2	.....	1
Fire district . . . . .	1	1	.....	.....
Sanitary district . . . . .	1	1	.....	.....
<b>Village authorizations . . . . .</b>	<b>20</b>	<b>11</b>	<b>4</b>	<b>5</b>
Clerk . . . . .	16	7	4	5
Clerk-Treasurer . . . . .	2	2	.....	.....
Fire Department . . . . .	1	1	.....	.....
Municipal utilities . . . . .	1	1	.....	.....

### The State's Responsibility for Local Records Administration

While provisions are made in the Education Law for State supervision of local records, it is obviously impractical for one individual, the Supervisor of Public Records, to inspect offices hous-

ing local records in more than 1600 political subdivisions. Local governments therefore get no real assistance in meeting their records problems. The statutes governing preservation and disposal of local records are a miscellany of unrelated provisions. The Attorney-General's opinion holding that State agencies may not destroy records in the absence of specific statutory authorization would seem to apply with equal force to political subdivisions.\* Although Section 1197 of the Education Law empowers the Commissioner of Education to approve the disposal of local records, it does not confer upon local governmental agencies original powers to destroy.

### Proposed Statute Governing Local Records Administration

Because of these conditions it should be the State's responsibility to assist localities in solving their records management problems. Instead of enacting numerous miscellaneous laws or retaining the present patchwork of statutes conferring upon local agencies the power to dispose of specified records or series of records, provision should be made for the orderly preservation of local records of enduring value and for the systematic disposal of local records no longer having legal, administrative, research or other value. Appropriate provisions relating to the records of local subdivisions of the State are incorporated in the proposed Records Administration Act. The act contains a comprehensive definition of the term "local records." It makes special provisions with reference to such records analogous to those governing the disposal of records of the various State agencies. It provides that local agencies, subject to the regulations of the Director of the proposed Records Administration Division may submit to the Director lists proposing the disposal of existing records and schedules proposing the disposal after specified periods of time of specified series of records. The act empowers and directs the Director to examine and analyze such lists and schedules, to make all necessary inquiries in relation thereto and to require the obtaining of necessary consents and recommendations of other local agencies or of State agencies. The act further provides that upon being satisfied that any records listed in such lists or schedules no longer have legal, administrative, research or other value, the Director shall have the power to issue his authorization for the disposal, subject to the regulations, of the records specified therein upon the expiration of the period of time specified therein.

Local agencies are not required by the act to take advantage of the procedures provided therein for obtaining authorization for the disposal of local records, but having submitted to the Director lists or schedules proposing the disposal of records and authorization having been issued, such authorization becomes mandatory, and the agency is required to dispose of the records so authorized for disposal, in accordance with the authorization and the regulations. The procedures provided in the act are exclusive and no local records

\* Op. Atty. Gen., April 17, 1945, p. 77.

could be disposed of except in accordance with the provisions of the act.

Various other general provisions of the proposed Records Administration Act apply to and govern the disposal of local records and pursuant thereto make available to all the political subdivisions of the State the advice and active assistance of State personnel, specially trained and familiar with the records disposal problems of local agencies.

It must also be pointed out that such a proposed system for the approval for disposal of local records would make it possible to attack immediately and effectively the accumulation of local records and would, in due course, make it unnecessary, except infrequently, to apply for special authorization for such disposals.

In view of these recommendations it would be necessary to repeal or modify the statutes that give the Department of Education responsibilities for the supervision of local records. The Supervisor of Public Records and other personnel in the Division of Archives and History concerned with the supervision of local records should be transferred to the proposed Division of Records Administration. Section 1196 of the Education Law which makes local officials responsible for the safeguarding of local records should be transferred to the General Municipal Law.

#### **Cooperation Between Comptroller and Proposed Division of Records Administration**

In connection with this proposed program, at the discretion of the Comptroller, the examiners in the Bureau of Municipal Affairs in the Department of Audit and Control could render valuable service by incorporating in their reports comments as to the conditions under which local records are housed. This could be done in connection with regular field audits and would not involve additional expenditure of time and money. Such information at the discretion of the Comptroller, could be reported to the proposed Division of Records Administration.

## IX

# HISTORICAL FUNCTIONS OF THE DIVISION OF ARCHIVES AND HISTORY

## Historical Research, Editing and Publication

Section 1191 of the Education Law defines the duties of the State Historian with respect to historical research and publication in the following language:

1. . . . to collect, collate, compile, edit and prepare for publication all official records, memoranda, statistics and data relative to the history of the colony and state of New York.

2. . . . when authorized by the Commissioner of Education so to do, to collate, compile, edit and prepare for the publication as above, the official records, archives or papers of any of the civil subdivisions of the state.

3. . . . to collate, compile, edit, and prepare for publication as above such archives, records, letters and manuscripts, belonging to the state or any of its officers or departments, or to any historical or patriotic society or association chartered by the regents or by statute law, or any other archives, records, papers, and manuscripts, as in the judgment of the state historian but by authority of the Commissioner of Education, it shall be deemed for the best interests of the state to publish, for the preservation of the state's history.

In performing these functions the Division of Archives and History has published since 1921 twenty-two major works and twenty-one pamphlets relating to New York State history. No major publication has been issued since 1939 and in the last few years only a few minor publications have been released. The Division of Archives and History attributes the inadequate publications program to a lack of printing funds. The appropriation for printing is made available to the Education Department in a lump sum, but the Department does not segregate this appropriation so that each division can know in advance what money has been allocated to it for printing.

The printing expenditures of the Division of Archives and History are relatively low as is evident from the following data submitted by the Education Department:

Fiscal year	Estimated cost of publications
1937-38	\$4.80
1938-39	27.57
1939-40	6,444.65*
1940-41	12.64
1941-42	....
1942-43	13.79
1943-44	373.32
1944-45	29.55
1945-46	37.06
1946-47	31.32

\* Vol. IX of *Sir William Johnson Papers*.



At present there is a backlog of twenty volumes of manuscripts which have been prepared for publication. Most of these manuscripts relate to the early history of New York as a colony, province and state, and represent years of research and translation. Unless they are published no benefit will have been derived from the time and money invested in them. Since 1940 no new manuscript has been prepared for publication. From the above data it is clear that the historical editing and publications programs of the Division of Archives and History has come to a dead stop.

### **Management of Historic Sites**

Since 1850 New York State through gift or purchase has acquired thirty-two sites and properties of historic importance. By Chapter 603 of the Laws of 1944 (Art. 59 of the Education Law), twenty-seven properties and sites were transferred from the Conservation Department to the Education Department. By verbal instructions from the Commissioner of Education the Division of Archives and History on April 1, 1944, was made responsible for their restoration, care, maintenance and development. The Conservation Department still retains control over five sites which include recreational facilities.

The law which transferred these sites to the Education Department, contains conflicting provisions. Some sections give supervision of fourteen historic sites to boards of trustees or private groups, while another section makes the Education Department responsible for them. For example, Section 1511 of the Education Law relating to Fort Cralo assigns to the Fort Cralo Memorial Commission jointly with the New York Monuments Commission "the immediate jurisdiction, custody, supervision and control of the lands and structures whereon stands Fort Cralo. . . ." At the same time Section 1508 of the Education Law provides that "The Department of Education shall have custody, management, jurisdiction and control over places of scientific and historic interests. . . ." The Division of Archives and History exercises supervision over all fiscal, personnel and maintenance matters relating to the historic sites.

The Division's policy is to maintain the historic sites and properties so as to preserve their historical and regional character. Applications of this policy to specific sites are determined by an interdepartmental Council on Historic Sites consisting of the State Historian (chairman), the Director of the State Museum, the Director of the State Library and the Assistant Commissioner for Finance. The Council was appointed verbally in 1944 by the Associate Commissioner for Higher Education and reports to him. The Council is responsible for recommending policies of management, maintenance, expansion and development of educational programs relating to historic sites.

Although the sites are under the immediate jurisdiction of the State Historian, the State Museum catalogs the objects, arranges displays and prepares descriptive signs and cards and the State Library catalogs books and manuscripts.

In the fiscal year 1945-1946, \$59,550 was appropriated for the restoration and maintenance of these sites, but only \$1,050 was disbursed during that fiscal year. The balance of \$58,500 was reappropriated for the same purposes for the fiscal year 1946-1947.

The State Museum has the following major duties with respect to historic sites: (1) the cataloging of objects, (2) the arrangement of displays, (3) archaeological exploration to reveal the full historical significance of the sites. Clearly, the staff of the State Museum is also equipped by training to maintain properties and prepare materials for visitors. It is significant that the duties statement for the position of Supervisor of Historic Sites emphasizes the importance of a museum background in the following words: "Candidates should be familiar with historic sites in New York State, particularly those under the jurisdiction of the Department of Education: should have a general knowledge of museum practices, the evaluation of museum objects, their authenticity, appropriateness, arrangement, rarity and monetary value with a view to the proper display and expansion of museum collections. . . ." Techniques involved in research into the character and antiquity of historical objects are more usually a by-product of museum training than of training in historical research.

For these reasons the management of the historic sites should be transferred from the Division of Archives and History to the State Museum. Such function, in the main, is a museum function and should be carried on by the staff of the State Museum.

The preparation of publications and educational materials on the historic sites of New York should be the responsibility of the State Historian. If relieved of restoration and maintenance duties, he would be in a more favorable position to concentrate on the historical phases of his program.

### **Historic Markers Program**

The program of erecting historic markers and bronze tablets was initiated with the enactment of Chapter 522 of the Laws of 1927 which appropriated \$150,000 for the celebration of Revolutionary War battles fought in New York in 1777 and earmarked at least half of that amount for the erection of historical markers. From 1927 to 1941 the Division of Archives and History ordered the casting and erection of 5,504 iron markers and 347 bronze tablets.

Requests for markers were received from such local sources as historical societies, patriotic groups, local historians and boards of supervisors. The Division determined whether the proposed markers would be of State-wide interest, investigated the accuracy of the historical data, and edited the inscription furnished by the local sponsor. The Division of Archives and History has currently approximately 300 requests for new markers and additional requests for the repair, replacement or relocation of old ones.

The administration of the historical markers program by the Division of Archives and History resulted in the preoccupation with technical details not ordinarily part of the work of the Division.

Appropriations to and responsibility for the erecting of historic markers should be transferred from the Education Department to the Department of Public Works which is equipped to erect and maintain them as part of its highway program. The State Historian, however, should continue to be responsible for the accuracy of inscriptions on markers and for the determination of where the markers should be placed.

### **Historical Commemorations**

The Division of Archives and History during the years 1927 to 1946 assisted in the preparation of historical data, pamphlets and other materials in connection with nine major historical celebrations. Commemorative exercises make little drain on the Division's time today beyond occasional addresses by the State Historian and Archivist at local celebrations and the infrequent checking of such programs for historical accuracy.

### **Historical Information Services**

The Director of the Division of Archives and History estimates that fewer than twenty requests are received monthly for historical information or for data on geographic names. Most of these requests are easily handled in routine fashion and involve no extended research. Approximately three requests a year reach the State Historian in his capacity as Chairman of the Committee on Geographic Names,\* which under Section 79 of the Education Law has the following duties:

1. Determines and establishes the correct historical and etymological form of the place names in this State and recommends the adoption of such correct forms for public use;
2. Determines the form and propriety of new place names proposed for general use and passes on the place names recommended by individuals and communities;
3. Cooperates with the United States Board of Geographic Names and with the United States Postoffice Department by furnishing historical information.

Since 1911 the Division has gathered much valuable geographical and historical data. No attempt has been made however, to weed out the bulky files so that such data could be compiled under appropriate classification.

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\* Other members are the Associate Commissioner for Higher Education, the State Archaeologist, the Chief of the Publication Bureau, the State Librarian, Director of State Museum, three members of the Board of Regents and the State Archivist.

## Local Historians

### *Historical Duties*

The Education Law, Section 1199, requires the State Historian to instruct the local historians with reference to the general lines along which local history material is to be collected and to cooperate with them in collecting and preserving materials relating to the history of political subdivisions. At least once a year the State Historian circularizes local historians with suggestions for various projects including recommendations for cooperation with social studies teachers, preparation of local historical materials, organization of pageants and historical celebrations. Although local historians are required by law to make an annual report to the State Historian, of 955 appointed local historians, only 150 or approximately 16 per cent filed reports with the State Historian in 1945. Upon receipt these reports are added to the growing files of the Division with little attempt to compile data from them. The Division of Archives and History organized a four-day training institute for local historians during the last two years. In 1945, this was attended by eighty-five local historians and in 1946 by forty-nine.

### *Responsibility for Local Records*

Some responsibility with regard to supervision of records is given to local historians in counties, cities, towns and villages. Among other provisions Section 1199 of the Education Law charges them with the duty of examining into the condition, classification and safety from fire of the records of the public offices of counties, cities, towns or villages. Under Section 1198 of the Education Law local historians must be appointed for cities, towns or villages and may be appointed for counties. The law specifies that they shall serve without compensation unless the governing board of the city, town, village or county provides otherwise. Few historians have been appointed in cities, towns, and villages despite the law making such appointments mandatory. A higher rate of appointments is evident in county governments, although the establishment of the position of county historian is optional. With the exception of a few counties, most local governmental units pay local historians negligible salaries or none at all. Where local historians have been appointed they have been concerned with local history and not with the supervision of local governmental records. The provision in Section 1199 which charges them with such supervision is unworkable and should be deleted.

## X

### ORGANIZATION AND COST OF THE DIVISION OF ARCHIVES AND HISTORY

#### Organization

The Division of Archives and History is headed by the State Historian (11—5, \$5,700) who is directly responsible to the Associate Commissioner for Higher and Professional Education. The State Historian is charged with various duties relating to historical research, editing and publication. He directs the activities of forty-five employees in the Division divided among the office, records and historic sites sections.

Under the supervision of the State Archivist, the Records Section draws up for the approval of the Commissioner of Education recommendations for the approval of disposal of useless records in State and local public offices.

The Supervisor of Public Records who is responsible to the State Historian is primarily concerned with the preservation or disposal of public records in the political subdivisions of the State.

Under the supervision of a senior clerk, the office section not only performs stenographic and typing service for the operating sections and maintains files of correspondence and reports on State and local records, historic sites and local historians, but also handles routine inquiries for historical information. All questions concerning the erection and maintenance of historical markers are referred to this section.

The restoration and maintenance of twenty-seven historic sites scattered throughout New York State are under the direction of the Supervisor of Historic Sites. The Senior Maintenance Supervisor oversees the details of repair programs and consults with the Department of Public Works in the preparation of cost estimates for restoration and maintenance. The employees at the historic sites are answerable to both the Supervisor of Historic Sites and the Senior Maintenance Supervisor. An interdepartmental advisory council as shown by the chart on page 56 formulates policies with regard to the preservation, restoration and maintenance of the historic sites. In addition there are boards of trustees who are consulted in connection with some of the historic sites.

#### Cost

The Education Department does not allocate at the beginning of the fiscal year maintenance and operation appropriations to or maintain unit cost data for the various departmental divisions other than for travel and personal service. For lack of such allocations unit heads do not know what sums are available to them.

In connection with the Division of Archives and History, the Commission was compelled to rely upon the following compilation



and estimate of expenditures for the 1945-46 fiscal year which was specially prepared by the Department at the Commission's request:

Character and object of expenditure	Total	Archives and History	Historic sites
Salaries.....	\$67,494.36	\$25,077.30	\$42,417.06
Travel.....	2,631.16	2,172.70	458.46
General office supplies.....	166.61	86.58	80.03
Printing.....	104.52	3.52	101.00
Communications.....	1,445.09	678.97	766.12
Fuel, light, power and water.....	6,312.41	309.24	6,003.17
Household and laundry supplies.....	303.35	.....	303.35
Medical, surgical and laboratory office supplies.....	10.84	.....	10.84
Farm and garden supplies.....	1,721.61	.....	1,721.61
Special supplies and expense.....	569.82	38.32	531.50
Repairs.....	5,422.57	234.16	5,188.41
Rentals.....	26.00	.....	26.00
Equipment replacements.....	778.63	.....	778.63
Pensions.....	3,410.39	3,410.39	.....
<b>Total.....</b>	<b>\$90,397.36</b>	<b>\$32,011.18</b>	<b>\$58,386.18</b>

Of the total expenditure of \$90,397.36, \$67,494.36 or 75 per cent was spent for personal service.

The total personal service appropriation for the fiscal year 1946-47 for the Division of Archives and History including the historic sites was \$71,852, not including the emergency compensation. By actual functions of the staff the personnel budget may be analyzed as follows:

Function	1946-47 appropriation	Number of positions	Per cent of total appropriations
Supervision.....	\$20,070	5	28.0
Office section.....	6,500	4	9.0
Records section.....	2,520	1	3.5
Historic sites maintenance....	42,762	35	59.5
	<u>71,852</u>	<u>45</u>	<u>100.0</u>





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**APPENDIX A**

**PROPOSED RECORDS ADMINISTRATION ACT**

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[69]



AN ACT to amend the executive law, in relation to state and local records, creating in the executive department the division of records administration, defining its powers and duties and making an appropriation therefor

*The People of the State of New York, represented in Senate and Assembly, do enact as follows:*

Section 1. The executive law is hereby amended by adding thereto a new article, to be article nine, to read as follows:

## ARTICLE 9

### RECORDS ADMINISTRATION ACT

- Title 1. Division of records administration; director. (§ 90)
2. Short title; purpose of article..... (§ 90-b)
  3. Definitions ..... (§ 90-c)
  4. Regulations ..... (§ 90-d)
  5. Authorization for disposal of state records.. (§§ 90-e-90-f)
  6. Authorization for disposal of local records.. (§§ 90-g-90-h)
  7. General and miscellaneous provisions..... (§§ 90-i-90-o)

## TITLE I

### DIVISION OF RECORDS ADMINISTRATION; DIRECTOR

Section 90. Division of records administration; director.

§ 90. Division of records administration; director. 1. There is hereby created in the executive department a division of records administration which is hereby charged with the duty and responsibility of administering the provisions of this article.

2. The head of such division shall be the New York state director of records administration who shall be a person qualified by training and experience to organize, supervise and direct a state program of records administration pursuant to the provisions of this article. He shall be appointed by the governor and shall hold office during his pleasure. He shall receive an annual salary to be fixed by the governor within the limitations provided by law, and he shall also be entitled to receive his expenses actually and necessarily incurred by him in the performance of his duties.

3. The director with the approval of the governor may establish such bureaus within the division as are necessary and appropriate to carry out the functions of the division under this article; he shall assign to each bureau the functions to be discharged by each such bureau; and he may with like approval change, consolidate or abolish such bureaus.

4. The director may appoint such officers, consultants and employees as he may deem necessary, fix their compensation within the limitations provided by law, and prescribe their duties.

## TITLE 2

## SHORT TITLE; PURPOSE OF ARTICLE

Section 90-b. Short title; purpose of article.

§ 90-b. Short title; purpose of article. 1. This article shall be known as the "Records Administration Act."

2. The purpose of this article is (a) to provide for the proper maintenance and preservation of records of enduring value, (b) to provide for the proper housing of non-current or inactive records, and (c) to promote and facilitate the prompt and systematic disposal of records which no longer have administrative, legal, research or other value.

## TITLE 3

## DEFINITIONS

Section 90-c. Definitions.

§90-c. Definitions. For the purposes of this article, and when used therein:

1. The term "division" shall mean the division of records administration in the executive department;

2. The term "director" shall mean the New York state director of records administration in the division of records administration in the executive department;

3. The term "state agency" shall mean any department, division, bureau, board or other unit of the government of the state of New York or instrumentality thereof and includes the legislature and the judiciary or any instrumentality of either;

4. The term "local agency" shall mean any unit of local government within the state or any department, board, agency or instrumentality of any unit of local government;

5. The term "agency" shall mean and include both state agencies and local agencies;

6. The term "state records" shall mean books, papers, maps, photographs, including microphotographs, or other documentary materials, regardless of physical form or characteristics, made, acquired or received by any state agency in pursuance of law or in connection with the transaction of the business of the state, and preserved or appropriate for preservation by such state agency or its legitimate successor agency as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government of the state or because of the informational value of data contained therein. The term "state records," however, shall not include (a) library and museum material made or acquired and preserved solely or principally for reference or exhibition purposes or (b) extra copies of documents preserved only for convenience or reference, or (c) stocks of publications or processed documents;

7. The term "local records" shall mean books, papers, maps, photographs, including microphotographs, or other documentary materials, regardless of physical form or characteristics, made, acquired

or received by any local agency in pursuance of law or in connection with the transaction of the business of any local agency and preserved or appropriate for preservation by such local agency or its legitimate successor agency as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of local government or because of the informational value of data contained therein. The term "local records," however, shall not include library and museum material made or acquired and preserved by a local agency solely or principally for reference or exhibition purposes, or extra copies of documents preserved only for convenience or reference, stocks of publications or processed documents;

8. The term "records" shall mean and include both state records and local records.

## TITLE 4

### ADMINISTRATION

#### Section 90-d. Regulations.

§ 90-d. Regulations. 1. In the manner provided in this article, and not inconsistent therewith, the director may promulgate regulations to carry out the provisions thereof, and shall promulgate such regulations establishing

(a) Standards for the reproduction of records by photography or microphotography with a view to the disposal of the original records;

(b) Procedures for the compiling and submitting to the director, by state agencies and local agencies, of lists and schedules of records proposed for disposal by such agencies in accordance with the provisions of this article;

(c) Procedures for the disposal of records authorized for disposal which shall include special precautions to insure that no records of a secret or confidential nature shall or can be examined or reproduced before destruction;

2. Such regulations and any amendments thereof, when approved by the governor and filed in the office of the secretary of state, shall be binding on all the agencies.

## TITLE 5

### AUTHORIZATION FOR DISPOSAL OF STATE RECORDS

Section 90-e. Submission of lists and schedules by state agencies to the director.

90-f. Submission of lists and schedules of state records to the legislature; authorizations.

§ 90-e. Submission of lists and schedules by state agencies to the director. The head of each state agency may submit to the director in accordance with the regulations:

(a) Lists proposing the disposal of any state records in the custody of such state agency that have been photographed or microphotographed and that, as a consequence thereof, do not have sufficient value to warrant their further preservation;

(b) Lists proposing the disposal of any other state records in the custody of such state agency that are no longer needed by it in the transaction of its current business and that do not have sufficient administrative, legal, research or other value to warrant their further preservation;

(c) Schedules proposing the disposal, after the lapse of specified periods of time, of state records of a specified form or character that either have accumulated in the custody of such state agency, or may accumulate therein at any time after the submission of such schedules and that apparently will not, after the lapse of the period of time specified, have sufficient administrative, legal, research or other value to warrant their further preservation.

§ 90-f. Submission of lists and schedules of state records to the legislature; authorizations. 1. The director, at such time or times as he may deem expedient, shall submit to the legislature the lists and schedules submitted to him by state agencies in accordance with the provisions of this article, or parts of such lists and schedules, and lists or schedules of any state records in his legal custody, insofar as it shall appear to him that any of such state records do not, or will not, after the lapse of the period of time specified in the schedules have sufficient administrative, legal, research or other value to warrant their further preservation;

2. No lists or schedules of state records of any existing state agency, which state records are in the legal custody of the director, shall be submitted to the legislature by the director without first obtaining the written consent of the head of such state agency and of the head of the department having jurisdiction over such state agency or of which such state agency forms a part;

3. The director may also submit to the legislature at such time or times as he may deem expedient, schedules proposing the disposal, after the lapse of specified periods of time, of state records of a specified form or character common to several or all state agencies, which state records either have accumulated or may accumulate in such state agencies and that apparently will not, after the lapse of the periods of time specified, have sufficient administrative, legal, research or other value to warrant their further preservation;

4. The lists and schedules submitted by the director to the legislature shall be referred to a joint committee of the legislature to be created as herein provided and it shall be the duty of such committee to examine such lists and schedules and to submit to the legislature with all due and convenient speed, a report of such examination together with such committee's recommendations;

5. Such committee shall consist of three members of the senate to be appointed by the temporary president of the senate, of whom one shall be the chairman of the finance committee of the senate, and one shall be a member from the minority party, and three members of the assembly to be appointed by the speaker of the assembly, of

whom one shall be the chairman of the ways and means committee of the assembly and one shall be a member from the minority party. The committee shall organize by choosing from its members a chairman and such other officers as it may require;

6. If the joint committee shall report that any of the state records listed in the lists or schedules referred to it do not, or will not, after the lapse of the period of time specified therein, have sufficient administrative, legal, research or other value to warrant their further preservation and shall recommend that such records be disposed of after the lapse of a specified period of time, and if such report shall be approved by both houses of the legislature by joint resolution, such resolution shall constitute legal authorization for the disposal of the state records listed, or described in such resolution after the lapse of the period of time specified therein, and such state records, except as provided in this section, shall be disposed of by the agency having legal custody thereof, in accordance with the resolution and the regulations;

7. Authorization for disposal by the judiciary or by the legislature or any instrumentality or officer of either, of any records in their respective custody or possession, shall be permissive and not mandatory;

8. Authorization for disposal by the division, of any state records in its custody or possession acquired by it from any existing or extinct state agency, shall be permissive and not mandatory;

9. Any state agency required to dispose of state records pursuant to such authorization may nevertheless, with the written approval of the director, and subject to the regulations, retain for research or other lawful purposes a sampling of any state records authorized for disposal.

## TITLE 6

### AUTHORIZATIONS FOR DISPOSAL OF LOCAL RECORDS

Section 90-g. Submission of lists and schedules by local agencies to the director.

90-h. Authorizations by director for disposal of local records.

§ 90-g. Submission of lists and schedules by local agencies to the director. 1. The head of each local agency may submit to the director in accordance with the regulations.

(a) Lists proposing the disposal of any local records in the legal custody of such local agency that have been photographed or microphotographed and that as a consequence thereof do not have sufficient value to warrant their further preservation;

(b) Lists proposing the disposal of any other local records in the legal custody of such local agency that are no longer needed by it in the transaction of its current business and that do not have sufficient administrative, legal, research or other value to warrant their further preservation;

(c) Schedules proposing the disposal, after the lapse of specified periods of time, of local records of a specified form or character that either have accumulated in the legal custody of such local agency, or may accumulate therein at any time after the submission of such schedules and that apparently will not, after the lapse of the periods of time specified, have sufficient administrative, legal, research or other value to warrant their further preservation;

2. The director shall cause the lists and schedules submitted to him by local agencies to be examined and analyzed; he may require consents to the proposed disposal of such local records to be procured from any other local agencies or from any state agencies and to be filed in his office; he may for the purpose of determining whether the local records proposed for disposal have any legal, research, administrative or other value and for other related purposes consult with any appropriate state or local agencies and he may request and shall receive the recommendations and advice of any other local agencies or of any state agencies.

§ 90-h. Authorizations by director for disposal of local records.

1. Upon being satisfied that any of the local records listed in the lists and schedules submitted to him by local agencies, do not or will not after the lapse of the period of time specified therein or approved by him, have sufficient administrative, legal, research or other value to warrant their further preservation, and subject to the regulations, he shall issue and deliver to the local agency having legal custody of such records his authorization in writing for the disposal of the local records as specified in such authorization, after the lapse of the period of time specified therein and, except as provided in this section, such local records shall be disposed of by the local agency having legal custody thereof in accordance with the authorization and the regulations;

2. Any local agency required to dispose of local records pursuant to such authorization may, nevertheless, with the written approval of the director, and subject to the regulations, retain for research or other lawful purposes a sampling of any local records so authorized for disposal.

## TITLE 7

### GENERAL AND MISCELLANEOUS PROVISIONS

Section 90-i. Transfer of state records to the division.

90-j. Reproduction of records on film; use in evidence.

90-k. Submission of differences to governor.

90-l. Reports; inquiries; assistance.

90-m. Disposition of monies.

90-n. Procedure exclusive.

90-o. Construction of article.

§ 90-i. Transfer of state records. 1. The state agency having legal custody of any state records, with the consent of the head of the department of state government having jurisdiction over such state agency or of which such state agency forms a part, may transfer to the possession and custody of the division any part of such state



records, provided (a) that the division has applied for possession and custody of such state records or (b) has consented to accept possession and custody of such state records, and (c) that any such state records when received by the division shall, if they are of a secret or confidential nature, be surrounded with the same or equivalent precautions and protection against examination, inspection or reproduction as applied to such state records pursuant to law while the same were in the custody and possession of the state agency from which the same were transferred to the possession and custody of the division;

2. All the state records pertaining or belonging to any state agency hereafter ceasing to exist, unless otherwise provided by law, shall be transferred to the jurisdiction, possession and custody of the division; this provision, however, shall be permissive and not mandatory upon the judiciary or the legislature or any agency of either, including a joint legislative committee or a temporary state commission.

§ 90-j. Reproduction of records on film; use in evidence. 1. Any agency as herein defined, and any public officer of the state or of any political subdivision of the state, may cause any or all records kept by them to be photographed, microphotographed or reproduced on film in accordance with the regulations;

2. Any such photograph, microphotograph or reproduction on film of the original record, shall be deemed to be an original record for all purposes, including introduction in evidence in all the courts or administrative agencies, and a transcript, exemplification or certified copy or reproduction thereof shall, for all purposes recited herein, be deemed to be a transcript, exemplification, certified copy or reproduction of the original record;

3. Any such agency or officer is hereby authorized to issue any transcript, exemplification, certified copy or reproduction as herein provided and to demand and receive the fee therefor prescribed or authorized by law.

§ 90-k. Submission of differences to the governor. The director shall submit to the governor any matter in disagreement or any dispute which may arise under the provisions of this article between the director and any agency or public officer relative to the possession, custody or disposal of records. Subject to the provisions of this article and the regulations, and provided such director and such agency or public officer shall have had opportunity to be heard, the governor's decision on any such disagreement or dispute shall be binding upon the director and any such agency or public officer.

§ 90-l. Reports, inquiries, assistance. 1. Prior to January fifteen in each year each state agency which disposed of any records during the last completed calendar year shall in accordance with the regulations report to the director as to all records disposed of by such state agency during such calendar year, and the director prior to March first in each year, shall submit a report to the governor and to the legislature as to the records disposed of by the state agencies and by the division during the last completed calendar year and as to related matters and may also submit recommendations in con-

nection therewith. Each state agency shall submit to the director such reports as he may require from time to time;

2. Each local agency shall submit to the director such reports as he may require from time to time, and he may from time to time report to the governor and to the legislature on any matter relating to local records and may submit recommendations in connection therewith;

3. The director shall at all times have the power to inquire into the condition, character and amount of records in the possession or custody of any agency and in connection with the exercise of such power may require such special reports from any agencies as he may deem necessary;

4. The director may make recommendations to any agency relative to the maintenance and preservation of records of such agency but, except as provided in this article, he shall have no power to compel action in accordance with such recommendations;

5. The division shall render all possible assistance to any agency relative to the maintenance, preservation or disposal of records, and any agency may request and shall receive from the division advice and assistance relative to the preparation of lists and schedules and the disposal of records pursuant to the provisions of this article.

§ 90-m. Disposition of moneys. 1. All moneys derived by any state agency from the sale of records shall be paid to the state department of audit and control to the credit of the general fund of the state in accordance with the regulations, unless otherwise required by law;

2. All moneys derived by any local agency from the sale of local records authorized for disposal shall be paid to the fiscal officer of such local agency in accordance with the regulations, unless otherwise required by law.

§ 90-n. Procedure exclusive. The procedure prescribed in this article for the disposal of records of state agencies and of local agencies shall be exclusive and no records shall be alienated or disposed of by any such agencies except in accordance with the provisions of this article and the regulations promulgated pursuant thereto or thereunder.

§ 90-o. Construction of article. The provisions of this article shall be deemed to have superseded any provisions of law inconsistent with the provisions of this article and shall be controlling. Any such inconsistent provisions, including any such provisions contained in a chapter of the laws of nineteen hundred forty-seven entitled "An act to amend the education law, generally," are hereby expressly superseded.

§ 2. Transfer of personnel, appropriations and records. 1. There are hereby transferred to the division of records administration in the executive department created by this article the following employees of the education department in the division of archives and history: the senior state archivist, the assistant state archivist, the supervisor of public records, the senior clerk, and one stenographer. Such employees shall severally perform in the division of records administration in the executive department such duties

relating to the provisions of article nine of the executive law as added by this act, as the director of such division shall assign;

2. The balance of any and all appropriations made for the payment of the salaries of the persons so transferred, for the fiscal year commencing April 1, 1947, remaining unexpended and not otherwise obligated on the first day of July, 1947, shall be transferred to the credit of the executive department and be made immediately available for the payment of salaries of employees in the division of records administration therein for and during the remainder of such fiscal year;

3. The division of archives and history in the education department shall transfer to the division of records administration in the executive department as soon as possible following the taking effect of this act, all records of the division of archives and history relating to the administration of state records or local records and approvals for disposal of such records.

§ 3. The sum of twenty thousand dollars (\$20,000), or so much thereof as may be necessary, is hereby appropriated to the executive department to pay expenses, including personal service, maintenance and operation of the division of records administration therein, in carrying out the provisions of article nine of the executive law as added by this act. Such moneys shall be payable out of the state treasury from any moneys in the general fund to the credit of the state purposes fund therein, not otherwise appropriated, on the audit and warrant of the comptroller, on vouchers certified or approved in the manner prescribed by law. The moneys hereby appropriated are in addition to the moneys transferred to the executive department pursuant to section two of this act.

§ 4. This act shall take effect July first, nineteen hundred forty-seven.



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**APPENDIX B**

**STATUTORY PROVISIONS RELATING TO CUSTODY OR  
DISPOSAL OF RECORDS OF STATE AGENCIES**

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# STATUTORY PROVISIONS RELATING TO CUSTODY OR DISPOSAL OF RECORDS OF STATE AGENCIES

State agency	Law	Section	Records that may be destroyed		Records that must be retained in custody
			Type	Prescribed retention period	
Executive Governor.....	Executive.....	6	.....	.....	Certain specified books and papers of sufficient value for preservation.
Military and Naval Affairs.....	Laws of 1924, Chapter 19.....	.....	.....	.....	Records of abolished Soldiers Bonus Commission.
Division of Parole.....	Executive.....	119	.....	.....	Complete social, physical, mental, psychiatric and criminal records of prisoners released under its supervision.
Division of Housing.....	Public Housing.....	226	.....	.....	Records of abolished State Housing Board.
Agriculture and Markets.....	Agriculture and Markets.....	26	.....	.....	Records of abolished Council of Agriculture and Markets.
Audit and Control.....	Executive.....	41-a	.....	.....	Data and records regarding accounts, proceedings, transactions.
.....	Executive.....	41-b	Estimates and regulations of State offices; working papers; unsuccessful bids; papers of no use in connection with fiscal transactions.*	6 years.....	Papers required by court or judge for action or proceeding.
Banking.....	Banking.....	627 (3)	Records relating to banking organization or its liquidation in custody of Superintendent.†	.....	.....
.....	Banking.....	11 (3)	Reports to Superintendent, reports of examinations, oaths, etc., after being microphotographed.	3 years.....	3 typical reports from and 3 typical reports of examinations of each type of banking organization during term of Superintendent.
Commerce.....	Commerce.....	155	Above records or microphotographs.	15 years.....	Books, maps, plans, records of former Division of Commerce in Executive Department.

\* This provision specifically requires the approval of the Commissioner of Education before these records can be disposed of.  
† Supreme Court order required before these records can be disposed of.

# STATUTORY PROVISIONS RELATING TO CUSTODY OR DISPOSAL OF RECORDS OF STATE AGENCIES — (Continued)

State agency	Law	Section	Records that may be destroyed		Records that must be retained in custody
			Type	Prescribed retention period	
Health.....	Domestic Relations.....	20	.....	.....	Original affidavits, statements, consents, licenses and written contracts of marriage outside of New York City.
Insurance.....	Public Health..... Insurance..... Unconsolidated Laws.....	435 (d) 14 4837	Valueless records, papers, data.....	6 years.....	Records of disposition of narcotics.
Labor.....	Unconsolidated Laws.....	677	Statistics and documentary material.....	6 years.....	Records of abolished Mortgage Commission.
Law.....	Labor..... State Departments..... General Business.....	36 539 183 359-b	Quarterly payroll record..... Any valueless records or papers..... Books, registers, documentary evidence held under Fraudulent Securities Act if no proceedings for return are instituted.....	6 years..... 4 years..... 6 years..... 6 years.....	Records of abolished Pension Commission.
	Executive.....	64	Papers relating to judgments processed for New York State.....	6 years from payment of award.....	Register of actions and proceedings prosecuted or defended.
	Executive.....	64-a	.....	.....	Records of abolished Bureau of Appraisals and Claims.
	Unconsolidated Laws.....	9400	.....	.....	Specified records relating to patients.
Mental Hygiene.....	Mental Hygiene.....	20	Certificates of inspections and specification cards regarding boilers; embargo notices; notices of delay in furnishing cars; certain contracts filed; accident reports; duplicate records; general correspondence.....	5 years.....	.....
Public Service.....	Public Service.....	7 (2)	.....	.....	Records of abolished Transit Commission.
	Rapid Transit Law.....	105	.....	.....	Records of abolished Buffalo grade crossing and terminal stations commission.
Public Works.....	Laws of 1946, Chapter 902.....	12	.....	.....	.....



# STATUTORY PROVISIONS RELATING TO CUSTODY OR DISPOSAL OF RECORDS OF STATE AGENCIES — (Concluded)

State agency	Law	Section	Records that may be destroyed		Records that must be retained in custody
			Type	Prescribed retention period	
State	Election	322-a	Statements of campaign receipts, expenditures and contributions	3 years	State land records.
	State Department	200			Laws and concurrent resolutions of Legislature; documents issued under great seal; documents deposited or kept in office.
	Executive	22			Record of terms of each judge of Court of Record.
	Executive	29			Survey records of N. Y.-Pa., N. Y.-N. J., boundaries.
Taxation and Finance	State	7	Any valueless record or paper* (1) Registration applications for motor vehicles, manufacturers of or dealers in motor vehicles, chauffeur's or operator's license. (2) Every bond or insurance policy filed pursuant to Section 17.	Discretionary 3 years	
	State Departments	139			
	Vehicle and Traffic	6		5 years from expiration of period covered by bond; 10 years additional if claim against principal or bond of insured.	
			(3) Accident reports, conviction certificates, policy records, complaints, satisfied judgment records, hearing records and related correspondence. Reports of Corporations. Corporation Tax reports Income Tax returns and reports. Alcoholic beverage tax reports and returns Business tax reports and returns.	3 years; 10 years additional if written notice to retain is received. 5 years 5 years 3 years 3 years 3 years	
	Tax	194			
	Tax	219-(1)			
	Tax	219-oo(1)			
	Tax	384 (1)			
	Tax	437 (1)			
		465 (1)			

\* This provision requires the approval of the Comptroller and the Commissioner of Education before the records can be disposed of.



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**APPENDIX C**  
**PHOTOGRAPHS OF RECORDS STORAGE AREAS**

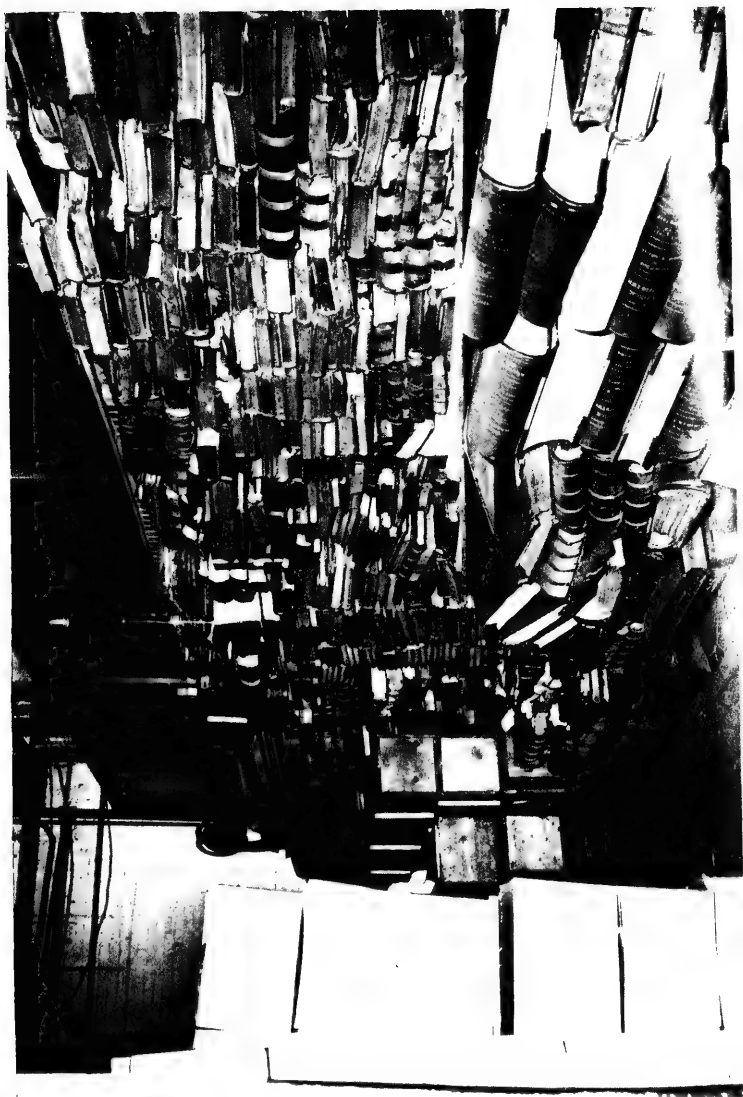
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Power House, Albany

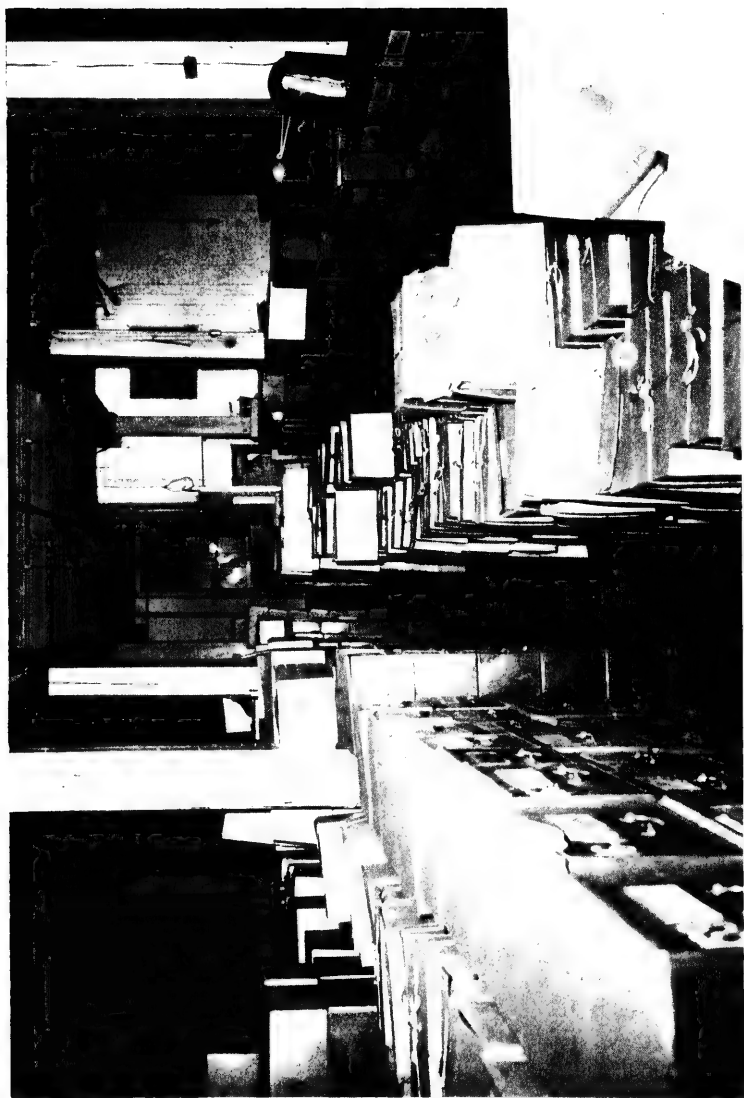






Basement of State Capitol, Albany







Basement of State Capitol, Albany



Basement of Governor Alfred E. Smith Office Building, Albany



STATION BUILDING, 101 Washington Avenue, Albany

COMMENTS  
on the  
REPORT  
of the  
TEMPORARY STATE  
COMMISSION ON COORDINATION  
OF STATE ACTIVITIES

March 19, 1947

Albert B. Corey

## I. RECOMMENDATIONS OF THE COMMISSION

### 1. Records program:

(1) That there be established in the Executive Department a Division of Records Administration, (2) that all functions relating to official records of departments and local government agencies now being carried on by the Education Department be transferred to this proposed Division, (3) that such functions be expanded and developed, (4) that the present sections of the Education Law relating thereto be nullified, (5) that a State Records depository be erected, and (6) that certain personnel be transferred from the Division of Archives and History to the proposed Division of Records Administration. To implement these recommendations the Commission prepared a Bill for submission to the Legislature on March 6, 1947.

### 2. Historical program:

(1) That the Division of Archives and History be abolished, (2) that the State Historian be transferred to the State Library, (3) that the Historic Sites be transferred to the State Museum, and (4) that funds hereafter be made available to the Department of Public Works for erecting and maintaining historic markers, leaving to the State Historian the duty of approving inscriptions and location of markers.

II COMMENTS ON THE RECOMMENDATIONS OF THE COMMISSION

1. Criticism by the Commission of the "Action by Board of Regents without Legislative Authority" (Pp. 17-18).

The Commission states that in 1915, upon the recommendation of Commissioner Finley, "the Regents consolidated the Division of History and the Division of Public Records into a Division of Archives and History and designated the State Historian as the Director of the new Division". The Commission then asserts that "these organizational changes took place despite the law which mandated the creation of two separate divisions".

Actually the Laws of 1910, Chapter 149, Article 2, Section 21 provided as follows:

"Divisions of the Department. By concurrent action of the regents and the Commissioner of Education the department may be divided into divisions. By like action new divisions may be created and existing divisions may be consolidated or abolished, and the administrative work of the department assigned to the several divisions."

Section 23 of the same law provided:

"Other officers and employees. The commissioner of education, subject to the approval of the regents, shall have power in conformity with the rules, to appoint all other needed officers and employees and fix their titles, duties and salaries."

These sections of the Education Law were operative in 1915.

Moreover the Laws of 1927, Chapter 153, Section 21 effective March 16, 1927 provided the following:

"Divisions of the department. By action of the regents upon the recommendation of the commissioner of education the department may be divided into divisions and bureaus. By like action new divisions and bureaus may be consolidated or abolished, and the administrative work of the department assigned to the several divisions and bureaus."

Although the Commission refers in its report only to the action taken in 1915, the implication of the title of the section and of the evidence presented appears to be that the Regents have continued to act and are still acting beyond their authority.

It is the opinion of the writer that the Board of Regents acted within their authority in 1915, an authority that was reiterated by law in 1927. A more recent action of the Regents is to be noted. In 1944 the Regents Rules were amended (See Regents Minutes, March 10, 1944, pp. (29-30) to read as follows:

"Section 9. Deputy Commissioner, Counsel, Associate Commissioners, Assistant Commissioners, Directors and Chiefs. There shall be a Deputy Commissioner of Education, etc. . . a Director of the State Library, a Director of the State Museum, and a State Historian, each of whom shall have supervision of such work as the Commissioner, with the approval of the Regents shall assign to him."

The Regents by this section of their Rules designated "a Director of the State Library, a Director of the State Museum, and a State Historian" as administrative officers, with the obvious implication that they were to be the directors of agencies which already existed under the various provisions of the Education Law, and which already had a recognized status



in the Education Department. The law was not changed, only the administrative set-up was changed. It should be clear that the Regents acted within their authority in making these administrative changes which placed the State Historian's office on an equal administrative basis with those of the Director of the State Library and the Director of the State Museum.

## 2. Records Administration

The Commission's study was directed toward four major subjects. These subjects are (1) the history and background of records administration program in the State; (2) the inclusion of the records administration program in the Education Department; (3) the problems affecting the preservation and disposal of official records; and (4) the application of records administration to local governmental agencies.

The Commission is to be commended for the broad understanding with which it has approached the needs of the State for a functional records administration program. It is to be commended for the careful and exhaustive study it made of the laws affecting the control and disposal of state records. The Commission is further to be commended for having drawn up a law which, with certain exceptions relating to the absence of provisions for inspection and control of records in local government offices, provides a workable records administration program. In thus commending the Commission, it should be made clear that no judgment is here being passed upon the merits of the recommendation that a Division of Records Administration

be established in the Executive Department.

The Commission's recommendations relating to the records of local government offices are inadequate in the following respects: (1) the responsibility for inspection is omitted; (2) the initiative for maintaining good records practices relative to both disposal and preservation is placed on elected local officials; (3) positive standards for safeguarding local records should be written into the proposed act; and (4) the suggested substitute plan for utilizing the service of the field auditors of the Department of Audit and Control is too limited to be satisfactory.

On the basis of its study the Commission emphasizes in the strongest terms the need for immediate action and the urgency for initiating an aggressive systematic records administration program for the proper preservation of state and local records, particularly because no such program is possible under the existing confused conglomeration of statutes. (page 37).

The Commission maintains that records administration is essentially part of public administration and that it should be carried on through a division which occupies a central position in the organizational pattern of government. It recommends therefore that the program be accomplished through an independent Division in the Executive Department.

It needs to be most clearly understood that whether a records administration program of the kind needed today is set up under the Executive Department or under the Education Department, a comprehensive statute embracing the chief provisions of the bill proposed by the Commission will have to be passed.

5. Historical Program:

In contrast with the records administration sections of the Commission's report which represent careful and exhaustive study, the sections which deal with the historical program reveal insufficient study and inadequate analysis of the obligations and the work of the office of the State Historian. The inadequacy of the Commission's inquiry is to be seen in three matters to which the report refers and in one matter to which no reference is made.

(1) Publication.

The statement is made that "... it is clear that the historical editing and publication programs of the Division of Archives and History has come to a dead stop." (p. 55). It is true that no volumes have been issued from the press since 1939 because of wartime shortages of paper and lack of appropriations. On the other hand the last three volumes of the Papers of Sir William Johnson transcribed prior to 1940 have been edited and prepared for publication during the past two years, and a history of steam boating on the Hudson has been culled and prepared for editorial revision. Furthermore, manuscripts and articles have been published in New York History and other magazines.

(2) Historic Sites (Pp. 56-57)

The report states that the management of historic sites "... in the main, is a museum

function . . . . The Commission fails to note that these sites are maintained primarily for the historical and education programs that are being developed around them and that the museum character of the objects on display is incidental to the main purpose for which these sites are maintained by the Education Department.

The Commission quotes one aspect of the Civil Service qualifications for the position of Supervisor of Historic Sites, erroneously calls it the duties statement of the position, and argues therefor that the duties of this position are chiefly of a museum character. Not only has the Commission confused one aspect of the qualifications of the position with the duties of the position, it has failed to learn that the duties statement of the position refers to its museum aspects as only one part of the entire job. The position of Supervisor of Historic Sites is concerned with developing an historical and educational program for the sites and not merely or chiefly a museum program.

(2) Historic Markers (Pp. 57-58)

The Commission apparently does not understand what is involved in the historic marker program when it says that "appropriations to and responsibility for the erecting of historic markers should be transferred from the Education Department to the Department of Public Works which is equipped to erect and

and maintain them as a part of its highway program".

This ignores the fact that about one-fourth of all historic markers after having been cast <sup>at</sup> the direction of the Division of Archives and History have been erected along other than State highways by local public authorities, historical societies, or interested individuals who must assume the responsibilities for maintaining, painting and repairing the markers they have erected. The Public Works Department erects, maintains, and paints markers only on State highways. Of the more than 300 applications for new markers now on file in the Division of Archives and History not less than one-fourth will be erected along county, town and village highways.

The practice should be continued whereby the Education Department receives funds for casting historic markers and whereby the Division of Archives and History approves of inscriptions, orders the markers cast, and arranges for their erection and maintenance by the Public Works Department or by others as may be necessary.

(4) Historical Information.

No reference is made in the Commission's report to the considerable assistance which is given to public officers in the State government with respect to gathering historical information or preparing memoranda which they need for public purposes.

The Commission has not only made these mistakes, it has placed the narrowest possible interpretation upon Section 1191 of the Education Law, has failed to discover the wider significance of Sections 1198 and 1199, and in its conclusions does violence

and an injustice to the broad program which has been carried out by the State Historian within the terms of these sections of the Education Law, and the duties delegated to him by the Regents and the Commissioner of Education. By insisting that the State Historian should confine himself to duties, very narrowly interpreted in terms of Section 1191 of the Education Law which was passed in 1913, and by neglecting the accept as a valid part of the State Historian's duties those which the Regents and the Commissioner of Education have required him to perform; the Commission's recommendations concerning the historical program appear to be invalidated at most points.

Properly speaking the State Historian's office, like that of the State Librarian and of the Director of the State Museum, is an administrative office. It should have two chief functions.

(1) The first is increasing the interest of the people of the State in the history of the State and its localities. This should be accomplished through the media of:

- a. historical research, editing and publishing historical materials;
- b. answering historical questions;
- c. encouraging the collection and preservation of historical sources of all kinds, including objects;
- d. advising upon the appointment of local official historians, training them, and supervising their work;
- e. expansion and coordination of activities appropriate to historical societies;
- f. collaboration with social studies programs in schools;
- g. developing historical and educational programs in connection with historic sites under the jurisdiction of the Education Department;
- h. preparing and maintaining a guide to historic places in the State and providing for the erection of historic markers;

1. lecturing on historic subjects;
1. assisting with commemorative programs.

(2) The second function of the State Historian's office is specialized research, the purpose of which is to provide information needed by public offices with which to carry out their duties and upon which to formulate policy. The State Historian's office is not concerned with making policy but with making available information upon which policy can be based. In this respect it is similar to the State Science Service. Unlike the State Museum which exercises the custodial function of caring for, arranging, and exhibiting objects, and the State Library which exercises the custodial function over books, the State Historian's office is concerned with the function of analysis of information drawn from and relating to both objects and books.

In the State Historian's office there should be a specialist in research relating to museum objects who can assist the State Museum and other museums in determining the historicity of the objects in their collections. There should be a specialist who is responsible for gathering information and preparing histories of the emergency State Commissions and agencies that are established from time to time, and for preparing historical analyses of the progressing functions of government.

What the State Historian's office needs is a professional historical staff which it does not now have and for the lack of which it cannot carry out functions which it should properly undertake. Instead of having its staff reduced to a senior stenographer as the Commission recommends, it should retain the

senior clerk and all of the personnel associated with the supervision and care of historic sites. Its staff should be augmented by the addition of personnel mentioned in the preceding paragraph and by a competent historian who will be responsible for advising upon the teaching of local history in the schools, the progress of historical societies, and the appointment and work of local historians. The Civil Service Department has already approved the title of "Supervisor of Local History" for this position.

It should be made very clear that Section 1191 of the Education Law which defines the "Functions of the Division of History" was passed in 1913 and represented the best thinking of that time. Sections 1198 and 1199 were first passed in 1919 and were amended from time to time until 1939. They too represented not only the best thinking of the time but also the limits to which it seemed practicable to write into law provisions governing the appointment and work of local historians.

#### CONCLUSION

(1) These several sections of the Education Law should be brought up to date and the functions of the State Historian's office re-defined in terms of present day needs, and

(2) The state Historian's office should be continued as a separate administrative office with adequate personnel to carry out its proper functions and its present position of equality with <sup>the State</sup> Library and the State Museum should be maintained.



**REPORT OF THE ADVISORY COMMITTEE ON NEW YORK  
STATE'S RECORDS SYSTEM**

**DRAFT — July 14, 1947**

## FOREWORD

The Advisory Committee on New York State's Records System, consisting of the undersigned, was appointed in December 1946 by authority of the Commissioner of Education of the State of New York "to review proposals and to make recommendations concerning the functions of a State records office; its relations to the New York State Library, to the divisions of the State Education Department, to the departments of State government and local developmental units; and concerning the facilities that will be needed."

Visits of the full Committee were made to Albany in January and again in April to review materials, gather additional information, meet officials involved and listen to their views, and discuss specific problems. Other information, of supplementary nature, was supplied by mail. The Committee had before it in the course of its study three other important recent reports to which full consideration was given. These were (1) the report on "A Proposed New York State Records Office," prepared in May 1946 by Henry Howard Eddy, then Acting Archivist in the State Division of Archives and History, which is referred to herein as the "Eddy Report," (2) the Report of the Temporary State Commission on Coordination of State Activities (also called the "Wiicks Commission Report"), dated March 6, 1947, subsequently printed as "Legislative Document (1947) No. 54" (77 p. with photographs), and "The New York State Library. Report of a Survey," by Keyes D. Metcalf and Andrew D. Osborn, dated January 20, 1947 (in mimeograph version, 46 p.), which is referred to herein as the "Metcalf Report."

The Committee wishes to record its appreciation of the full cooperation given to it in all phases of its study by officials of the New York State

Education Department, including the State Library and the Division of Archives and History, by members of the staff of the Temporary State Commission on Coordination of State Activities, and by other State officials who presented the records problems of their agencies at the Conference on the State's Records System held January 27, 1947. The Committee also wishes to state that it was given to understand by officials of the State Department of Education that it was under no obligation to recommend that the State records agency remain in that Department if in its judgment the agency would function better elsewhere.

## SUMMARY OF REPORT AND RECOMMENDATIONS

Under the heading "Development of Modern Archival Viewpoint" in the first part of its report the Committee has touched briefly upon some features of the development of archival administration in Europe and the United States that, it feels, help to provide a framework for the understanding and appraisal of the present situation in New York. Some interpretation of that situation is offered in the next section. There follows a section in which the Committee undertakes to present its ideas of the essential functions of a modern archival agency or records office so that there may be full understanding of the recommendations that follow.

The Committee's specific recommendations are presented in the section headed "Basic Legislation Proposed and Discussed." For clarity and emphasis, it was felt that the main recommendations should parallel the 3 separate but closely related acts of legislation that seem to be necessary at this stage for a new start on New York's records program. These acts are a basic records act, an act establishing a State Records Office, and an act providing for the construction of a State Records Building.

The longest part of the discussion in this section of the report is devoted to the question of the appropriate position of the proposed State Records Office in the organizational structure of the State government. This is a key question and the decision made, the Committee feels, may, in the long run, spell the difference between success and failure in the program to be undertaken. The Committee gave the matter careful thought. It recommends (1) that all essential archival functions be centralized in the proposed State Records Office; (2) that the State Records Office be in the Department

of Education; and (3) that it be set up within the Department as a separate agency on the same plane of organization as that of the State Library and that it be not set up as an expansion of or a part of the present Division of Archives and History. These recommendations are accompanied by the suggestion that serious consideration be given to the grouping of the State Records Office, the State Library, the State Museum, and the State Historian's Office under a new Associate or Assistant Commissioner of Education who would be responsible for the coordination of their activities.

The last section of the report consists merely of "Additional Considerations and Suggestions" in areas where specific recommendations are not called for or where, because of lack of information at present, they cannot be made.

D R A F T — July 14, 1947

REPORT OF THE ADVISORY COMMITTEE ON NEW YORK  
STATE'S RECORDS SYSTEM

Most governments of size and importance, especially if they have been operating for a considerable period of time, have a recognised archival agency or public records office.\* The idea of such an agency, briefly stated, is that the noncurrent records of enduring value of all branches and offices of the government should be assembled in the legal and physical custody of a specialized agency, preferably in a building constructed and equipped for the purpose, so that they may be protected and given special care, <sup>be</sup> administered by professionally trained personnel, and be readily available when needed by officials of the government, scholars, or others who may have a legitimate need for information in them.

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\* The Committee considers that there is no difference between a government archival agency and a public record office. The word "archives" is a collective noun meaning one or more bodies of official records of a government, an agency of government, an institution, an organization, a family, or even an individual. The words "archives" and "records" are not mutually exclusive terms. All archives consist of records, but the word "records" is often used with reference to documents that are not archival in character. The distinction between the words "archives" and "records" is not based on age, or value, or prospective use. It is akin to the distinction between the words "forest" and "trees."

A government, no matter how it may be divided into departments or offices for current administration, is essentially a unit, and it is an advantage to have its <sup>present</sup> ~~older~~ records centralized so that there is but one place to go for evidence or information in <sup>such</sup> ~~monument~~ records, no matter in what department or office <sup>they</sup> ~~the~~ records may have originally accumulated. Either before or in the course of the retirement of records to the archival agency a screening process is carried out by which records of no further value are systematically eliminated, thus saving space, money, and the intolerable confusion that almost inevitably arises from an unpruned growth. An efficient archival agency serves the government, the scholar, and the citizen, and is worth many times its cost to the taxpayer.

#### Development of Modern Archival Viewpoints

In Europe, where the accumulated and complex records of the past posed special problems at a much earlier date than in America, archival agencies in great number were established in the seventeenth and eighteenth centuries, originally for purposes of administrative convenience to existing governments. Today there are in Europe such archival establishments for nearly all national governments, for most governments on the provincial level, and for a vast number of cities and other units of local government. Gradually, in addition to serving an administrative purpose, these archival agencies began to serve scholarship as well. The latter function was hastened by the French Revolution and the other revolutions that followed in Europe. The enormous masses of records of the old regimes that were concentrated in these depositories turned them into "mines" for historical scholars. The spread of democracy led to more liberal provisions of access and to the concept of the records as a

national heritage of a people instead of the closed property of an autocratic state.

In the nineteenth century historians came to dominate in the administration of European archives to such a degree that there was a tendency to concentrate this work on the records of the old regimes and the facilitation of research in them to the neglect of the original administrative functions and relationships with existing governments. There has now been in progress for some time a movement away from this stifling tradition, which is in different stages of progress in different countries. Most of the archival establishments of the Latin American countries were founded when the historical tradition was uppermost, with the result that, as a rule, they are concerned primarily with the records of the colonial and wars of independence periods and have few, if any, records of the national period. Their holdings tend to be static in character. The Public Records Office of Canada, founded in 1871, is in somewhat the same position.

In the United States the movement for centralized custody of noncurrent public records began somewhat later. As brought back by scholars returning from their education and research experiences on the European continent, the idea was still colored by the historical tradition yet dominant in many continental institutions. Historians especially thought of archival establishments mainly in terms of centralized repositories of available materials for research. The State archival agencies that were established in the earlier years of this century tended to be closely associated with or auxiliary to State Historical Departments or Divisions (or in the Mid-West to the State Historical Societies, which are there State rather than private agencies). The development of many of these archival agencies into broader spheres of



usefulness to the government that supports them has been handicapped by this association.

The National Archives in Washington stands on a broader foundation and symbolizes the union of the cultural and administrative traditions in archival administration and service. Much credit for its establishment must be given to the promotional work of historians and scholars generally, many of them still acting in the current of the historical tradition that has been described. But there was also a strong movement, sponsored by Government officials and administrators, for a building and administration to provide adequate space and special care for the rapidly accumulating noncurrent records that agencies found it necessary to keep indefinitely for legal and administrative use but that were in the way for current operations and difficult to preserve and protect physically and to maintain in accessible conditions and in usable order when stored in outlying locations. There were a few scholars, such as Dr. J. Franklin Jameson and Dr. Waldo G. Leland, who saw and understood both forces and acted to bring them together in support of legislation broad enough to serve both interests.

It is also pertinent in this account of archival development to note that in the United States the library movement got under way much earlier than the archival movement and that, when the latter was still in its infancy, the librarians represented a strong vigorous group, eager to be of maximum service to the community or government they served. This is especially true of State libraries, which were usually research institutions, developing collections of manuscript sources as well as printed materials, and concerned with serving, first of all, the governments that supported them. Many of them began to salvage older documents of exceptional interest and especially colonial records

that were not needed and were poorly cared for in the government offices. Laws or executive orders legalized such transfers in some cases, but in others there was merely mutual recognition that they would promote the preservation and availability of the records.

This activity was thought of merely as an extension of the collecting function of the libraries. Often official records were merely added to the manuscript collections and treated as were other manuscripts, without such realization of the special tenets that should govern in their custody, arrangement, and use. In other cases the official records were maintained as a special unit, and in a few cases separate archives divisions grew up within the State Library and became to a certain extent archival agencies for the State. Usually, however, archival functions in these agencies have been limited to custody and reference service on a limited body of older records. In the very few cases where a more rounded program has developed the archives division has had to reach a status of considerable professional autonomy, subject to the Librarian only in administrative matters. Broad-minded librarianship and strong archival leadership are the prerequisites if this is to happen.

This development is also reflected in the experience of the Federal Government. The Library of Congress, under authority of a clause inserted in an appropriation act of 1903, began to take custody of and place in its Division of Manuscripts selected records from other agencies of the Federal Government. These were mostly single items or small groups of papers of outstanding historical value and in many cases were selected from files that were left in the custody of the agencies. As the Library began, however, to receive offers from the agencies of larger bodies of older records, it came more fully to understand the magnitude and special character of the archives of the Federal Government,

it swung its support to the movement for a specialized archival agency and building. In the words of the Librarian's Annual Report for 1911 (p. 26), "The Library can not sacrifice its space to the storage of public papers which properly belong to other Government offices. Such papers should go to a national archives depository, and it is gratifying to see that a serious movement is on foot to erect a building for this purpose." Today the Library of Congress continues to serve as a great repository for private manuscript collections and non-governmental archival materials, but it is releasing official records of the Federal Government that it has cared for in this interim to the National Archives as the records office. The work of both institutions and their potentialities for growth and service in the future have, it is believed, been strengthened by this logical division of fields.

Both in the Federal Government and in the States the libraries entered this field because a vacuum existed. (The contrast with the development in Europe is striking.) It was a logical extension of their interests at the time and resulted doubtless in the preservation and fuller use of many valuable records. But it was, historically speaking, a transition stage, peculiar to the United States (and to Australia, New Zealand, and a few other countries where the situation was similar). If a strong archives program is to be successfully promoted, corrections and adjustments must be made with respect to powers and prerogatives that the libraries quite logically assumed in this transition period.

#### The New York Situation

In New York laws providing for transfer of officials records to the State Library were passed earlier than in most States, but the experience of the State

Library in this field, nevertheless, it is believed, can be interpreted in terms of the general pattern that has been sketched. The transfer of certain other archival functions to the State Historian's Office, on the other hand, came much later, and appears to have been more accidental than deliberate, but the resulting experience there appears, nevertheless, to fit into the pattern established in other States where the historical tradition dominated archival organization and work. The peculiar thing about the New York situation that acted further to block the normal development of a healthy, well-rounded, unified archival program, was the division of archival functions between the two agencies, the State Library and the State Historian's Office. This, it is believed, is not paralleled in any other State. In most other States the archives program has remained wholly under the State Library or wholly under the historical agency and has developed, within the limiting traditions of either service, as a unified if not a complete program. The exceptions are such States as Maryland or Delaware, which have established separate records offices, independent to a considerable degree of either tradition.

Disregarding personalities, and with the best intentions on the part of both agencies, such division of responsibilities as has existed in New York can hardly be expected to result in a complete and efficient program. There will either be overlapping and competition, or, as is more likely, when funds and personnel are not plentiful, areas of importance that neither agency covers properly. There may be a reluctance on the part of one agency to initiate activities that might be interpreted by the other agency as infringing on its field. Both draw back until there is a "no man's land" between them. The State Library in the past, it is believed, has been too passive in its role. The State Historian's Office, on the other hand, it is believed, has not felt

that it had a full mandate to tackle the State records situation effectively and has confined its efforts in this area until recently largely to agitation in speech and writing. In view of the divided responsibility and powers, neither can justly be criticised for the lack of more positive results. The State Historian's Office is certainly to be commended for its recent effort, as represented by the Eddy report, to draft a full program on paper and thus bring the situation to a head.

Meanwhile, as a result of this stalemate, the records situation in the offices and departments of the State government has grown progressively worse, until a third party has naturally entered the picture—the forces representing administration and management in operating agencies. The "no man's land" was the area that particularly interested them. The needs of the agencies were not being served. Such a move on the part of those interested in effective records management is always to be expected when archival agencies concern themselves only with those aspects of archival work that are associated with research and scholarship. The management interests have both justice and power on their side. The original purpose of archival agencies was to meet the needs of government administration. In any fully developed modern archival program these needs are met, and they must be met or the archival program will be cut off from one of the strongest sources of its support and will deteriorate into a shrunken appendage of small value. It is not only the records of the past that it must be concerned with but also the records of the present and of the future that will become records of the past.

An archival agency or public records office must, therefore, be both a cultural agency and an administrative or management agency of government in its special field. Its services in the cultural area cannot be fully performed

over a period of years unless its services in the administrative area are effectively performed. Its services in the administrative area cannot be effectively performed unless it has an appreciation of the long term cultural and research values of the records that are created and used in the living agencies of government and that must in time be retired either to its custody or to the ash heap. The cultural and the administrative aspects cannot be separated. Neither should be emphasized at the expense of the other. An archival program remains healthy and draws its support from both sides only as it effectively performs its dual role.

#### The Functions of a Modern Records Office

It might be useful at this point for the Committee to set down briefly what it considers to be the essential functions of a modern archival agency or public records office—in other words to present a picture in positive terms of what it considers should be the program of such an agency.

The essential functions are believed to be these:

- F.4% Advisory Service in Connection with Active Records.—This is sometimes referred to as the "records administration" or "records management" function. Because of their experience in maintaining and servicing records created by many different agencies and filed under different systems, archivists become versed in the requirements of good documentation—the adequacy of the record, the durability of the paper, ink, film, or other materials, the efficiency of the filing and indexing systems, and appropriate filing equipment. Some of these requirements should be written into a general records act. The archival agency should not have police powers to enforce them, but it should have powers of inspection over all records with the

duty to report serious inadequacies. The emphasis should be on a positive program of good records management, achieved through general promotion and specific advisory services—always through cooperation.

- G. The Disposal of Useless Noncurrent Records.—Records that do not have continuing value should be disposed of by the operating agencies as soon as they are no longer needed, in order to save valuable space and filing equipment. The archivist should participate in the analysis and appraisal of such records, with a view to facilitating this disposal and at the same time to insuring against disposal of material that may have continuing or future administrative, research, or informational values of which agency officials may not be fully aware. To the extent that records of the same type or character, or covering the same functions, are being continually created, the archival agency should assist in the development of disposal schedules that can be followed by agency personnel without the need of clearance each time, thereby limiting the volume of records that need special study and decision before disposal. These schedules, if adhered to, keep the agency's accumulations to a minimum and permit the fixing of responsibility at all times. The power of inspection and report again tends to secure compliance.

- H. Accessioning of Noncurrent Records of Continuing or Enduring Value.—This includes the selection of material for deposit in the custody of the archival agency, preparation for shipment, shipment, and receipt at the depository. This function is made relatively simple and economical if function B has been properly attended to. Normally there should be no need for further screening at the archival depository. There may, however, be emergency moves when the screening has to be hastily done or errors in

retention on the conservative side that time will reveal. Some noncurrent records that do not have enduring value must be preserved for a period of time as insurance against claims or for other reasons. Ordinarily, it is believed, such records should be held by the operating agency, but there will be occasions when the archival agency must assume custody for the State, especially when the operating agency goes out of existence or its functions are so curtailed or changed that it is no longer a logical custodian of the records.

7. Maintenance and Rehabilitation.—This includes fumigation, cleaning, repair and rehabilitation when necessary, proper storage, protection, and continued maintenance of the accessioned records under conditions most favorable to their preservation. Technical knowledge and special skills and equipment are needed for this purpose, and this knowledge, equipment, and skill should be made available to other agencies of government, both State and local, that have the custody of valuable records that have suffered damage from or are endangered by fire, water, or other hazards. They should always be ready for emergency records preservation work in times of floods or other large scale catastrophes.

8. Arrangement and Description of Accessioned Records.—This includes the determination of arrangement within the archives building, the establishment of a relative arrangement within each separate group (the accumulated body of records of a specific office), and the provision of order and controls, all according to the accepted principles of archival arrangement; also the preparation of over-all guides, inventories of particular groups, and other finding aids, to the end that specific files or documents or information in them may be readily available. Over-all guides should be



widely distributed to officials of the Government, to libraries, and to scholars. Copies of inventories should be supplied at least to the transferring agency and in some cases to other interested agencies of the Government.

**D. Provision of Reference Service on Accessioned Records.**—This includes the setting up and enforcement of regulations and controls over access and use (with special regard for restricted or confidential material), the provision of adequate search or reading room facilities and services (including advice and assistance to searchers), the answering of reference correspondence, the loan of specific records under certain circumstances to operating agencies of the Government, and the performance of special research services for government agencies upon request.

**E. Photographic Reproduction of Records.**—This includes the installation of laboratory and photographic equipment to make, process, and print photographic, photostatic, and microfilm copies of records. The work to be done includes not only the making of copies of accessioned records for government agencies and others but also microfilming of such records for reduction in bulk when practicable and economical, reproduction for preservation of valuable but frequently consulted originals in order that copies may be substituted for ordinary use, and, with respect to the more valuable records, both State and local, making of copies for preservation elsewhere to insure availability of content in case of destruction or serious damage to the originals. The experience and technical skills and equipment of the archival agency in this field should be available to all State agencies and local officials within reasonable limits, and operating agencies should be required to clear with the archival agency

all plans for microfilming records in their custody.

The above, it is believed, are the essential functions of a large scale governmental archival agency or public record office. There are additional functions that are optional or that grow out of special circumstances. Some of these, such as documentary publication, will be dealt with later. The special functions of a State archival agency that relate to supervision over local records will also be considered later.

#### Basic Legislation Proposed and Discussed

The present records situation in New York State has grown from piecemeal legislation. The problems that have arisen cannot be solved by more such legislation. The Committee recommends the enactment of 3 separate acts of legislation. Because of their interrelationships they should be drafted at the same time and submitted together to the State legislature as the basis of a single unified State records program. These 3 proposed acts are: (1) a basic records act, (2) an act establishing a State Records Office, and (3) an act providing for the construction of a State Records Building.

The Basic Records Act.—For convenience of reference and as a requisite for effective and efficient records administration, there should be one place where all basic general legislation relating to records is brought together in systematic fashion. Inadequacies and inconsistencies in many existing laws should be cleared up in the framing of this act. It should presuppose the passage of the second and third acts and should be carefully integrated with them. It is believed that both State and local records can and should be dealt with in this one act.

The basic Records Act should begin with carefully phrased definitions of

records, both State and local, should state in positive terms the responsibility of all officials for the creation and maintenance of adequate records and for the delivery of records to successors in office; should provide for the recovery of records that accidentally or illegally have passed out of official hands; should establish minimum standards for record materials and minimum standards for maintenance of records under appropriate physical, legal, and moral safeguards; should provide for re-execution or re-recording of lost, damaged, or deteriorated records; should provide for the copying of records by photography or other processes, and, under proper circumstances and safeguards, for the substitution of such copies for the originals; should prescribe conditions under which original records and copies may be admitted as evidence in legal proceedings; should make clear any requirements or restrictions as to public accessibility; should provide for the custody of records of discontinued agencies; should provide procedures for the systematic disposal of records having no further value and for the centralization in the State Records Office of noncurrent records having enduring value; and should provide adequate penalties for violations. The above are suggestions for content and are not intended to be complete. This act should apply to all government agencies and public officials. It should be mandatory in character and should be enforced by the Governor and such other officials as are normally responsible for the enforcement of legislation. Responsibility for its enforcement should not be placed on the State Records Office. The Director of the State Records Office should, however, be given powers of inspection and the duty to report violations, so that he can contribute effectively to enforcement.

In preparation for the drafting of this act, a study should be made of "The Proposed Uniform State Public Records Act," printed in The American

Archivist for April 1940 (vol. 3, p. 107-115); of Federal legislation such as the National Archives Act of 1934 and the Federal Disposal Act of 1943, with amendments of 1945; of pertinent legislation in many States; and of certain sections of the "Proposed Records Administration Act" printed in the Report of the Temporary State Commission on Coordination of State Activities (p. 61-69). It will also be necessary to examine, correlate, and reconcile all previous New York legislation, and to make sure that there are no vital omissions so that all former legislation inconsistent with the new act can be voided.

Act Establishing a State Records Office.—This act should establish the title of this agency and of its head, establish the position of the agency within the structure of the State government and the nature of any superior authority that is to be exercised over it, define the functions of the agency and the duties and responsibilities of its head with respect to both State and local records, and confer upon the agency and its head adequate powers to execute their duties and responsibilities. It should not define the organization of the office in detail.

The need for such a special unit of government is agreed upon by all groups familiar with and concerned with the State's records problems. The Committee has already discussed in sufficient detail the defects of the present system of divided responsibility and its results—inability to carry out a positive, rounded, unified, and integrated program. A point not previously made is that the present system requires that State agencies maintain contacts with two separate agencies performing archival functions, with uncertainties on their part as to which does what. From their point of view, if from no other, there must be but one well known office to which they can go for all

records services.

The Committee recommends that the archival agency be designated as the "State Records Office" and that its head be designated as the "Director of the State Records Office."

The chief issues that have arisen are over the appropriate position of the agency in the organizational structure of the State government. To these issues the Committee has given most serious attention because it believes that the future of the State Records Office may depend to a considerable degree upon the decision reached.

The Committee believes that, ideally, a State Records Office should be an independent agency, coordinate with all other governmental agencies with which it must deal and whose records it should eventually inherit. The position of the National Archives in the Federal Government is cited as an example. It has not been possible or practical to achieve such status in most States, however, and the Committee understands that such status is not likely to be possible of achievement in New York.

If the agency is to be located in an existing Department, the only alternatives deserving serious consideration are the Department of Education and the Executive Department. The argument for the latter is that the State Records Office should be essentially a management agency of government and that its work to be effective would have to be backed directly by the Governor or some official representing him. The Committee does not accept this view. In the first place, it doubts that such an agency in the Executive Department would necessarily have stronger official support than it would in another Department. More important, however, it believes that the authoritarian approach should not be emphasized; that instead the Records Office should win its way by per-

suation and by a demonstration of good works. The Governor would presumably be responsible for the execution of the Basic Records Act, which could be supplemented when necessary by Executive orders. It is neither necessary nor desirable that the State Records Office be made the enforcing agency. The power to inspect and report should be the extent of any pressure exercised by that Office and, if the positive approach is emphasized, it should be necessary but rarely to resort to such pressure. In addition, the Committee believes that there would be a danger, if placement should be in the Executive Department, that the cultural phases of the work of the Records Office would, in time, be neglected or minimised, that the emphasis would be on the disposal of worthless records rather than on the preservation and servicing of valuable records.

Furthermore, whatever its organisational relationship, the State Records Office would need to maintain close association and cooperation with the State Library, the State Historian's Office, and other agencies of research and education in the Department of Education. Advantage should be taken of such experience as that Department has had in this field in the past. Radical changes that tear asunder all past relationships should usually be avoided. In an attempt to correct past deficiencies, care should be taken not to go to the other extreme. For these reasons, the Committee recommends that the State Records Office be placed in the Department of Education.

Within this Department there are three possibilities that deserve consideration: (1) placing the Office in the State Library as a branch with considerable autonomy; (2) placing the Office in the present Division of Archives and History (State Historian's Office) and giving it status as one of the two major branches of that Division; or (3) making the Office inde-

pendent of either of these agencies and giving it a status equal to theirs. The Committee has carefully considered these three alternatives and has come to the conclusion that the third is to be preferred. The Committee believes strongly that the functions to be performed by the State Records Office are of sufficient importance and are sufficiently different from library or historical functions to call for this independence. In making a fresh start on a full-scale, well-rounded records program, the Director of the State Records Office should be free from any hampering traditions of either the library or the historical approach. Records must be handled in accordance with different principles from those applicable to library material. Trained librarians in control might tend to impose library views and methods, to neglect the functions of the Records Office as administrative agency of Government, and perhaps to favor the library proper in budgetary and personnel matters. Some librarians would be exceptions, of course, but, by and large over a period of years, it would be better not to have the State Records Office subordinated to the State Library. Much the same may be said of the proposal to make the State Records Office a part of the State Historian's Office. Two different programs of essentially equal status and importance ought not to be carried on with the head of one subordinate to the head of the other. The fact that a separate records building is contemplated makes it all the more logical that there be a separate administration. There are no economies to be achieved by subordination.

The Commission suggests instead that serious consideration be given to the grouping of the State Records Office, the State Library, the State Museum, and the State Historian's Office (which might be designated the "Division of State and Local History" instead of "Division of Archives and History") as coordinate agencies and institutions under a single Associate or Assistant Commissioner

of Education, as was suggested in the Metcalf report on the State Library.

The proper functions of a State Records Office, to be provided for in this proposed act, have already been set forth in detail earlier in this report. Most provisions relating to the care of local records should be taken care of in the basic records act. Provision for the inspection of local records and the furnishing of advice and assistance on records matters to local officials, now authorized to be performed by the present Division of Archives and History, should be transferred to the State Records Office, however. Provision should be made also for authority to transfer local records to the State Records Office, but only in exceptional instances—as for example to prevent destruction—and along with this should go authority to restore them to appropriate local custody when such is established. The authority to make and preserve photographic copies of valuable and important local records should also be given. The question of whether the State Records Office might properly serve as the appropriate place of deposit for valuable noncurrent records of Albany County and City and of closely adjacent counties or cities deserves serious consideration.

Present laws that authorize the transfer of government records to the State Library should be repealed and no further accessions of governmental archives should be accepted by the Library except upon the request by the State Records Office that the Library provide temporary custody for specific records pending the completion of a records building. In drafting this provision, care should be taken to preserve the State Library's power to certify records now in its custody until such custody shall be legally transferred to the State Records Office. The official records of the State and local governments that are now on deposit in the State Library should probably be integrated eventually



with other records originating in the same or successor agencies that will be transferred to the custody of the Records Office. Since the State Library is at present giving good physical care and satisfactory reference service on these records, the legal transfer may well be deferred to some future date when the records building is completed and ready to receive records.

The Committee believes that the Library function of preserving valuable records and papers that are not official records of the State is an important one, and that it can and should go forward in the State Library more energetically when space is released by this transfer of official records, that in fact such a program has been seriously hampered by the Library's having had to devote space and personnel resources to official records.

The Director of the State Records Office should be appointed immediately upon the passage of the Act creating the Office--without waiting for the erection of a records building--for he should have an important part in planning that building and its equipment. He should also be given funds to enable him to recruit immediately a small staff of professional archivists and the requisite clerical assistance. Besides assistance in planning the building, his first tasks should be to (a) plan the internal organization of the State Records Office and details of its program, (b) continue the program of surveying the records, as envisioned in the Eddy report, and (c) put into force the procedures of the basic records act for disposal of useless records so as to relieve pressure for storage space prior to completion of the building and, in addition, make more definitive the estimates as to the quantity of records that will need to be provided for in the building.

Act Providing for the Construction of a State Records Building.--The erection of a separate archives building in New York State has been long overdue.

The need for it is so generally recognized, fortunately, that the Committee will merely add its recommendation for passage of the necessary legislation as the capstone of the records program.

A State Records Office, no matter how able its Director and staff, cannot accomplish the desired results without its own specially constructed building. Control over provisions for the physical care and protection of records cannot be complete when the building is shared with another State agency. The building itself, if properly constructed for the housing of records, is not likely to be suitable for other types of occupancy. A separate building is of benefit to the records agency and records program in a psychological sense in its relation to other agencies and to the public. It is a symbol of the State's maturity and permanence. It is an obligation the State owes to its own history and to the men and women who produced it. It is an obligation it owes to their descendants of the present and future. The records of the past that are worthy of preservation are their rightful heritage. The State is, after all, only a custodian.

Despite its belief that the building should be a fitting one, the Committee does not feel that it must be of monumental character. The purpose is preservation and service, not display; and an efficient, functional building that can hold more records at less overhead cost is to be preferred to an expensive monumental structure. The Committee is attracted by the type of building suggested in some detail in the Eddy report and believes that its possibilities should receive serious consideration. It sees no serious objection, however, to the location of the building at some distance from the Capitol. Wherever it may be located, care should be taken that space is available for expansion in the future, and it should be planned with such expansion in view.

The Committee cannot emphasize too strongly that the Director of the State Records Office should be closely associated with the planning of the new building at the earliest stage possible. The planners should inspect recently constructed buildings and seek the opinions and advice of archivists who have been occupying them. They should seek advice from the Committee on Archival Buildings of the Society of American Archivists. They should take into consideration recent developments in library construction with respect to the many features that the two types of buildings have in common, but they should be aware always of the differences also. They should give especial attention to developments in air conditioning and lighting.

#### Additional Considerations and Suggestions

There are a number of additional problems and situations, some of them peculiar to New York State, that deserve consideration, but your Committee feels that it does not have sufficient knowledge of them in all their ramifications to make specific recommendations. Some of them require special study and others should be left to be worked out by the new State Records Office and its staff. The Committee will confine itself to a few observations and suggestions with respect to a number of these.

#### Future Relations of the Historical and Archival Programs of the State.--

The removal of archival functions from the Division of Archives and History should not be permitted to weaken the historical program but instead should strengthen it. New York ought to have and can afford a strong separate historical unit. The title of the Division would have to be changed, of course: "Division of State and Local History" has been suggested earlier in this report.

The function of editing and publishing documentary materials, the Committee believes, should remain in such a Division, so that it may give consideration to both official and unofficial materials on deposit in both the State Records Office and the State Library, as well as elsewhere in the State and Nation. By centralizing such responsibility competition in publishing programs can be avoided, the resulting publications can be more comprehensive and complete, they may be better edited, and they should be better integrated with the rest of the historical publication program covering bibliographies, selected readings, pictures, and other forms of visual aids for the promotion and teaching of State and local history. There would also be the advantage of centralized distribution to a public whose needs would be best known by the Historian's Office.

It is suggested that the authority of local historians (now supervised by the State Historian) to inspect and report on the condition of local records be continued as at present. They should have no powers of supervision over local records but merely this responsibility for keeping an eye on conditions as part of their general responsibilities as guardians of the local heritage. The staff of the State Records Office could not possibly make inspections in every one of the local units as often as would be desirable. Copies of reports by local historians that touch significantly on local record conditions should be forwarded by the State Historian to the State Records Office for the information of the latter and for action when indicated. Perhaps the local historians should be directed to send copies of such reports to both offices. Cooperation concerning local records with other agencies, such as the Bureau of Municipal Affairs, should also be close. The Director of the State Records Office should neglect no fruitful channels of information and control that may

profitably supplement his own and increase the efficiency of his Office in its work with local records.

Other functions of the State Historian, such as the care of historical sites and the preparation of historical markers, for example, relate less directly to archival matters, and are not considered by the Committee as coming within the scope of its instructions. It believes, however, that at all times relations between the Director of the State Records Office and the State Historian should be close and that the administrative separation of archival from historical functions need not in the least interfere with such relations.

Records of the State Government Outside Albany.—The handling of records of offices of State government outside Albany, including field offices, (which should be differentiated sharply from records of local governmental units) is a problem of unusual complexity in New York. The Director of the State Records Office should initiate a study of the problem as soon as he is appointed. He will have to feel his way toward the proper solutions. It would seem desirable at an early date after the establishment of the State Records Office to station a deputy more or less permanently in New York City to begin operations there and to study the situation. A branch office might be necessary and ultimately perhaps a branch depository. If the latter seems called for the Committee suggests the consideration of a substantial records building that can be used cooperatively for the New York area by State, county, and municipal authorities, each having a portion of the building for its exclusive use so far as storage and custody are concerned, but sharing technical facilities for fumigation and cleaning, repair and rehabilitation, photographic work, and the like. The possibility of a second branch office or records repository in the Buffalo area also will deserve consideration in due

time. The noncurrent records of State offices and institutions located elsewhere throughout the State should be thoroughly screened, and most of them that have enduring value should probably be brought to Albany, where they can best be used and studied in conjunction with the related records of the central offices at the seat of government.

Number, Training, and Salary Level of Employees.—The number of employees that will be necessary for the State Records Office will depend on the size of the program that must be accomplished, and that remains to be determined. A program of the scope that has been outlined, and having in mind that local records as well as State records are within its province (in contrast to the situation in the National Archives), would seem to require eventually in a State the size of New York a staff at least one-third the size of that of the National Archives in Washington. That would mean somewhere between 100 and 200 employees. The Committee does not feel that the staff need be larger than from 15 to 25 before the Records Building is occupied; but that preliminary staff should include a large proportion of highly competent professional archivists, who can make surveys and studies, lay the ground work for future operations, and, when the new building is occupied, take over posts of authority as heads of sections and technical services. The average salary level should be fairly high at this stage because few sub-professional employees and manual laborers will be needed.

The salaries of the professional employees should be commensurate with those in other professional fields. The Director should be paid a salary comparable to that of the State Librarian, for example. The salaries should be higher than they are in most other State archival establishments, where they are often ridiculously low. The size of the operational program in New

York and its complexity would justify that. Of all States New York would seem to rank nearest to the Federal Government in this respect. The salaries should be high enough also to attract at the beginning a number of experienced archivists from other archival establishments in order to form a nucleus of workers with good experience in archival work in addition to adequate academic background. Others coming into the operation with little or no experience can then be trained on the job.

The Committee realizes that there are probably points of importance that have not been covered or that are inadequately dealt with in this report. Its members, either collectively or individually are willing to answer to the best of their ability additional questions if such arise or to expand on matters touched upon if the Department desires amplification of them. Also they stand ready to furnish advice and assistance in connection with the proposed legislation, if it is decided to go ahead on the basis of the program recommended. It is a matter of regret that the Federal Government itself does not yet have a basic records law that might be of service as a model, although the need for one is widely recognized.

In conclusion, the Committee wishes to express its hope that New York will be able to initiate and put into operation a program that will meet its needs effectively and, in addition, will serve as a model to other States that are also wrestling with the problems caused by uncontrolled record accumulations.

REPORT OF THE SPECIAL ADVISORY COMMISSION ON THE  
NEW YORK STATE ARCHIVES

This report is one of a series of surveys being made on behalf of the New York State Education Department in an effort to improve the quality of the services rendered by its various sub-departments. In requesting the undersigned members of the Commission to draft an archival program for the State of New York it was made clear to them that they need not feel bound to recommend that the records agency remain in the Education Department if in their judgment it would function better elsewhere.

Two other reports on the archival situation in New York have been filed recently. The first of these, by Henry Howard Eddy, then Acting Archivist in the New York State Division of Archives and History under the Education Department, deals largely with physical requirements for the new archives building proposed in the Regents' Plan for Postwar Education in the State of New York. The second report was issued by the Temporary State Commission on Coordination of State Activities. Most of the emphasis of this report is upon the archives department as an adjunct to administration of State government, and particularly upon its duties in relation to the disposal of records. This report, to all intents and purposes, ignores the equally important custodial function of an archival agency, with all its cultural implications.

Since both these reports present a history of records administration in the State of New York, it is unnecessary to repeat that information here, except to note briefly the present archival set-up. By law no State or local governmental records may be destroyed without the approval of the Commissioner of Education.



who bases his action in the matter upon the recommendations of the Division of Archives and History which is headed by the State Historian. This Division is also charged with the duty of inspecting local records and traditionally has been the editorial and publication agency for historical records of governmental and private origin. The primary work of the Division is to promote interest in State and local history, including the care of historic sites.

Custody of non-current State records is vested by law in the State Library and its Department of Manuscripts and History houses at present some 8000 cubic feet of manuscript material including not only governmental records but <sup>also</sup> private papers. Most of the State archives are older records, but there is also some quite recent material.

Despite a spirit of cooperation between the Division of Archives and History and the State Library, the separation of administrative from custodial functions hampers the formulation of a well rounded records system for the State of New York. The recommendations of this Commission are aimed at correcting this difficulty, and should in no sense be construed as a criticism of the work of either department.

#### Philosophy of a Modern Archival Agency

A modern archival agency performs a dual role in government. On the one hand it aids in promoting efficient administration of other departments of its government; on the other hand it comprises one of the most important cultural institutions of that government.

As an administrative agency of government, the archives department serves as (a) the repository of the permanent records of the government; (b) the agency that supervises the retirement of non-current records; and (c) the agency which advises other governmental departments on their record problems, particularly in the matter of planning for orderly disposal of records by means of schedules calling for destruction when such records cease to have further legal or research value, and for transfer of permanent records to the archives.

In the past the chief problem of the person needing to use government records has been the paucity of the files - records needed today having been illegally destroyed as worthless by some official seeking space for newer records, or the records have been allowed to disintegrate by neglect or improper storage, or, oftentimes the records were never created in the first place - as for example, the failure to keep birth records prior to the eighteen seventies.

Today the problem is that of too many records. As governmental organization becomes increasingly more complex, the executives resort more and more to paper records, particularly form records, as a means of keeping in touch with what their subordinates are doing. Administration suffers or breaks down completely when the bulk of such records becomes unmanageably large. The archivist, with his over-all picture of the government and his training in judging the permanent values inherent in records, is able to aid other department heads to create files in such a manner that the essential and permanent records

can be segregated from those of only temporary utility. This results in a major saving of filing personnel, storage space and cost of equipment, as well as making for efficient service upon the records.

As a cultural institution the archival agency preserves and makes available the research and cultural values inherent in the records of the State and local governments.

The records of the government must be made available to other officials for information as to past policies - the inception, purposes, successes, failures and causes of the successes and failures, of those policies. Even very old records are frequently consulted for legal purposes.

The records must also permit scholars to draw upon them for making the experiences of the past available to the public at large. It is a recognized fact that government records, particularly local records, comprise the chief, sometimes the only source materials for pioneer history. Less frequently realized is the research value of modern records not only to the historian but also to the sociologist, the political scientist and the economists.

The records also give individual citizens information for their private affairs, this interest ranging from family history to proofs of their citizenship, property and contractual rights.

With respect to cultural functions, libraries and archival agencies are alike custodians of research and informational materials. Like libraries, archival agencies, if they are to give adequate service, must be manned by highly trained professional staffs.

There are dangers inherent in overemphasis upon either the cultural or administrative functions of an archival agency.

When there is overemphasis upon the cultural side, especially historical aspects, the institution comes to be regarded as an historical institution and officials fail to realize that the archivist can render them service which will add to their efficiency. Archivists are frequently told, "We have no records which would be of interest to you - none of our records have any historical significance." It is for that reason that your Commission recommends that the New York State Archives Department be divorced from the historical departments of the State.

Overemphasis upon records administration fails to take into consideration the fact that fundamentally archival establishments have the duty of caring for the non-current permanent records of the State and that that requires adequate appropriations and professional administrators who not only realize the value of the records entrusted to their care, but are also competent to prepare those records for service.

Among the types of records generally deposited in the archives department are the following: (a) records relating to obsolete functions of a department or records which are so seldom consulted for office purposes that the department is willing to release them to the jurisdiction of the archives department; (b) semi-current records deposited for safe-keeping in the archives department; (c) records of discontinued boards, bureaus, commissions and departments whose functions have not been continued in some other department; (d) records in active use for other than departmental use; (e) records requiring special security, as

Colonial charters, the constitution, enrolled laws and the State's real estate title papers; and (f) sometimes, but not always, older county records, particularly those for the colonial period.

The care of records in an archival agency requires specialized techniques among which are those relating to the repair of fragile documents, description and analysis of archival units for reference service, research techniques not only to serve the agency's own purposes but also to supplement the inexperience of many patrons unaccustomed to the use of bulky files, photographic and other methods of reproduction and an expert knowledge of the administration of the government in all its ramifications. Proper care for the records also calls for adequate housing facilities and amply appropriations to implement steps taken to ensure the preservation of the records for posterity.

#### The Place of the Archival Agency in the State Hierarchy

(a) As a records administrative agency the archives department does not have to be associated with top administrative management. The Governor can be authorized by law to direct the performance of record duties by all agencies of the government and it is neither necessary nor desirable that the archival agency be made the enforcing agency.

The Temporary State Commission on Coordination of State Activities recommends that the New York State archival agency be made an independent agency under the Executive Department, which, by the way, is a miscellaneous department, not the Governor's office.

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As an administrative agency of government, the archives department serves as (a) the repository of the permanent records of the government; (b) the agency that supervises the retirement of non-current records; and (c) the agency which advises other governmental departments on their record problems, particularly in the matter of planning for orderly disposal of records by means of schedules calling for destruction when such records cease to have further legal or research value, and for transfer of permanent records to the archives.

In the past the chief problem of the person needing to use government records has been the paucity of the files - records needed today having been illegally destroyed as worthless by some official seeking space for newer records, or the records have been allowed to disintegrate by neglect or improper storage, or, oftentimes the records were never created in the first place - as for example, the failure to keep birth records prior to the eighteen seventies.

Today the problem is that of too many records. As governmental organization becomes increasingly more complex, the executives resort more and more to paper records, particularly form records, as a means of keeping in touch with what their subordinates are doing. Administration suffers or breaks down completely when the bulk of such records becomes unmanageably large. The archivist, with his over-all picture of the government and his training in judging the permanent values inherent in records, is able to aid other department heads to create files in such a manner that the essential and permanent records



can be segregated from those of only temporary utility. This results in a major saving of filing personnel, storage space and cost of equipment, as well as making for efficient service upon the records.

As a cultural institution the archival agency preserves and makes available the research and cultural values inherent in the records of the State and local governments.

The records of the government must be made available to other officials for information as to past policies - the inception, purposes, successes, failures and causes of the successes and failures, of those policies. Even very old records are frequently consulted for legal purposes.

The records must also permit scholars to draw upon them for making the experiences of the past available to the public at large. It is a recognized fact that government records, particularly local records, comprise the chief, sometimes the only source materials for pioneer history. Less frequently realized is the research value of modern records not only to the historian but also to the sociologist, the political scientist and the economists.

The records also give individual citizens information for their private affairs, this interest ranging from family history to proofs of their citizenship, property and contractual rights.

With respect to cultural functions, libraries and archival agencies are alike custodians of research and informational materials. Like libraries, archival agencies, if they are to give adequate service, must be manned by highly trained professional staffs.

There are dangers inherent in overemphasis upon either the cultural or administrative functions of an archival agency.

When there is overemphasis upon the cultural side, especially historical aspects, the institution comes to be regarded as an historical institution and officials fail to realize that the archivist can render them service which will add to their efficiency. Archivists are frequently told, "We have no records which would be of interest to you - none of our records have any historical significance." It is for that reason that your Commission recommends that the New York State Archives Department be divorced from the historical departments of the State.

Overemphasis upon records administration fails to take into consideration the fact that fundamentally archival establishments have the duty of caring for the non-current permanent records of the State and that that requires adequate appropriations and professional administrators who not only realize the value of the records entrusted to their care, but are also competent to prepare those records for service.

Among the types of records generally deposited in the archives department are the following: (a) records relating to obsolete functions of a department or records which are so seldom consulted for office purposes that the department is willing to release them to the jurisdiction of the archives department; (b) semi-current records deposited for safe-keeping in the archive department; (c) records of discontinued boards, bureaus, commissions and departments whose functions have not been continued in some other department; (d) records in active use for other than departmental use; (e) records requiring special security, as

Colonial charters, the constitution, enrolled laws and the State's real estate title papers; and (f) sometimes, but not always, older county records, particularly those for the colonial period.

The care of records in an archival agency requires specialized techniques among which are those relating to the repair of fragile documents, description and analysis of archival units for reference service, research techniques not only to serve the agency's own purposes but also to supplement the inexperience of many patrons unaccustomed to the use of bulky files, photographic and other methods of reproduction and an expert knowledge of the administration of the government in all its ramifications. Proper care for the records also calls for adequate housing facilities and amply appropriations to implement steps taken to ensure the preservation of the records for posterity.

#### The Place of the Archival Agency in the State Hierarchy

(a) As a records administrative agency the archives department does not have to be associated with top administrative management. The Governor can be authorized by law to direct the performance of record duties by all agencies of the government and it is neither necessary nor desirable that the archival agency be made the enforcing agency.

The Temporary State Commission on Coordination of State Activities recommends that the New York State archival agency be made an independent agency under the Executive Department, which, by the way, is a miscellaneous department, not the Governor's office.

Experience has shown that the archivist exercises his real power by coming to an understanding with other agencies of government, rather than by wielding a big stick. Therefore, executive power lays an unreal basis for cooperation. No archival agency should have executive power over other State departments except to prevent the destruction of valuable records. The archivist exerts his influence through demonstrating to other governmental agencies the advantages of cooperation - for instance, by showing those departments that after their records are transferred to the archives they can get material faster when it is cared for by professional archivists. Good government calls for effective records. The President's executive orders, the Budget Bureau's rules and regulations, all of which have added greatly to the effectiveness of the National Archives, were promulgated on their own initiative and not that of the Archivist of the United States.

The archival agency needs a good law creating the agency and defining its powers and duties, but essentially it must sell itself in terms of values accruing from sound archival principles.

The commission recommends that there be two archival laws passed to make clear the distinction between the duties of officials in general with respect to records and the duties of the archival agency itself. Specific recommendations as to the contents of these laws are discussed below under the heading: General Recommendations.

(b) In cultural terms, the Commission recommends that the best place for the New York State Records Department is in the State Education Department. First, because the Education Department is recognized as a department of professionals. The archivist must hold himself strictly aloof from politics, not because he

considers himself above it, but because the archives contain many confidential and key records of critical political interest. Departments will not entrust their records to the archivist if they fear use or withholding of documents for partisan purposes.

Second, the legislative and judicial departments would probably be more willing to deal with the State Education Department than with one of the Executive Departments.

Third, the archives should be looked upon as an essential agency, not merely as an historical agency or a library or as an administrative agency of government, but as a combination of all.

(c) The archival agency should be sui generis, a separate agency on the same plane with the State Library, the State Museum and the State Historian's Office. The archival agency should not be subordinate either to the State Library nor to the present Department of Archives and History, but coordinate with them.

(d) The Commission suggests that the State Records Department, the State Library, the Historical Department and the State Museum might appropriately be grouped as coordinate institutions under a newly created Associate Commissioner of Education as was suggested in the Metcalf report on the State Library.

(e) The archival agency should be housed in a separate archives building. Control over provisions for physical care of records cannot be complete when the building is shared with another State department. Even more important is the psychological value to the archival agency of having its own building.

#### General Recommendations

(a) Two separate records acts should be passed: (1) An act creating a State Records Office to be under a competent

professional archivist. The law creating the State Records Department should include the following items: legal title of institution; purpose of act; place of institution in the state hierarchy; provide for appointment of personnel (all professional members of the staff being under civil service); provide for an advisory board; define ~~XXXXXX~~ "public records" and other technical terms used in the act; authorize other state and local officials to transfer records to the custody of the archives department and authorize the agency to accept such records as it deems suitable for deposit; provide an official seal which shall be judicially recognized; define the powers and duties of the archivist with respect to custody, inspection, requisition (if any) and disposal of both state and local records; authorize the archivist to promulgate rules and regulations to put the powers and duties given him into effect; provide for the optional transfer of records and finding media now in the State Library; and repeal all such acts and parts of acts (specifically named) as may be in conflict with this act.

(2) Pass a general records act which will clarify present conflicting and patchwork laws purporting to provide methods for destruction of worthless records, and which will lay down the specific duties of all officials towards the records produced by their offices. This general records act should include, among other things, for the following items: making the unauthorized (by law) destruction, mutilation, theft, tampering with records, etc. a criminal act and providing penalties therefor; compelling outgoing officials to turn over records

to their successors and requiring a receipt therefor; providing for replevin of records taken out of proper custody; providing for public access to records not specifically named as confidential; providing for certification of records and fees therefor; permitting use of photography, under proper restrictions, for copy work, recording and reduction of records; providing procedures for disposition of records, including <sup>scheduling,</sup> ~~both~~ destruction and transfer to the archives; disposition of archives of defunct or transferred offices or agencies; requiring the keeping of records in fireproof vaults; procedures for reconstituting lost, missing, destroyed or faded records; and setting up standards for paper, ink, photographic materials, etc.

(b) Proposed scope of the New York archival agency.

Custodial powers over state records should be limited to official governmental records. Administrative

On the subject of jurisdiction over local records the Commission makes the following recommendations:

Provisions for inspection of local records now authorized to be performed by the present Division of Archives and History should be transferred to the new State Records Department.

Destruction of useless county records should be provided for under the general records disposal act.

Local records work by the archival agency should provide for custody by local officials subject to State inspection. Local records should be transferred to the State archives only in exceptional instances, as to prevent destruction.

Cooperative arrangements for inspection of local records might be made with other State agencies having the power to inspect and enforce laws with respect to current local records, as for example the Bureau of Municipal Affairs in the Department of Audit and Control. The same inspector might well be used by both the State Records Department and the other State enforcement agencies. The supervision over that inspection and the giving of advice to local officials asking aid in record problems, should be under the direct supervision of the archivist, and inspection reports should be made directly to him.

A branch office of the State Records Department might be located in New York City (with possibly a second branch in Buffalo or some other center where principal offices of the State are maintained) for the servicing of non-current records of agencies located in those cities, where transfer of the records to Albany would handicap those departments in their work. Definite recommendations on this point should be left to the archivist to work out.

Those official records of the State and local governments which are now on deposit in the State Library should probably eventually be integrated with records of a later date originating in the same departments. Since the State Library is at present giving good physical care and satisfactory reference service on these records, the physical transfer to the ~~ARCHIVES~~ State Records Department may well be deferred to some future date when the Archives Building is ready to receive records and negotiations can be instituted between the two departments.

The present law which authorizes the transfer of archives to



the State Library should be repealed with respect to future transfers and no further accessions of governmental archives be accepted by the State Library except upon the request by the State Records Department that the Library provide temporary emergency housing for specific records pending the completion of the archives building. In drafting the repeal, care should be taken to preserve the State Library's power to certify to records now in its custody until such custody shall be assumed by the State Records Department.

The archivist should be paid at the same salary level as other directors of coordinate departments - that is, director of the State Library and Director of the State Museum. The appointment of the archivist should be made immediately upon the passage of the act creating the Records Department - without waiting for the erection of an archives building. He should be given funds to recruit a small staff of professional archivists and clerical and manual workers, also at once. The program of surveying the problems as envisioned in the Eddy report should be continued.

The archivist's first tasks should be (a) a comprehensive study of the State records program; (b) planning the State Records organization; and (c) planning the proposed archives building. For this latter task the archivist should seek advice from other archivists, from the Committee on Archival Buildings of the Society of American Archivists, and from others competent to advise in the field. A committee of interested department heads of the State government might also work with him in programming the physical needs of the archival establishment.

Records disposal acts should be put into force immediately to relieve pressure for storage space prior to the completion of the archives building.

The Historical Program of the State of New York

The removal of archival functions from those departments will release the Department of Manuscripts and History of the State Library and the State Historian for other historical duties which they are now unable to perform and the separation should strengthen rather than weaken the State Library and the reorganized Department of History and Local Records (this latter a name suggested by the Commission as being more expressive of the functions of the Department of Archives and History as reorganized).

New York State ought to have and can afford an historical program separate from its archival program. There are a number of states which are doing much more along historical lines than is New York.

The State Library, through its Department of Manuscripts and History, particularly could become more active in collecting the archives of unofficial institutions and the papers of private individuals.

There is a great field for State historical work in addition to and supplemental to the present activities of the State Historian:

(a) Editing and publishing documentary materials, both official and unofficial, on deposit both in the State Library and the archives, as well as elsewhere. Volumes already edited and ready for publication should be printed. Bibliographies, selected readings, pictures and other forms of visual aid on

State and local history could be issued. This publication program might well include not only printed works but also reproductions in near-print, microphotography, microprint, etc. For his materials and his reference books the State Historian will largely depend upon the three cultural agencies in the Education Department, and the work will be done under the same general officer, namely the Assistant Commissioner for Cultural Institutions (or whatever title may be chosen for that officer).

(b) Cooperation with an coordination of activities of private historical institutions and associations, on both statewide and local levels.

(c) The county historians should no longer be charged with the supervision over local records. The emphasis of their work should be on a program for collecting local manuscripts and local imprints.

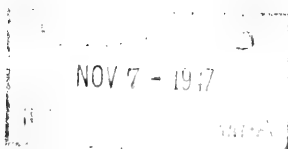
The above mentioned work correlates with and supplements the work of the State Records Department. Other functions, such as the care of historical sites, the preparation of historical markers, etc. should be considered in connection with a long range historical program, but your Commission on Archives does not consider such other historical duties as coming within the scope of its advice.

Respectfully submitted,

Archivist of the United States

Librarian of Congress

State Archivist of Illinois



REPORT OF THE ADVISORY COMMITTEE ON NEW YORK  
STATE'S RECORDS SYSTEM

THE UNIVERSITY OF THE STATE OF NEW YORK  
The State Education Department  
Albany

1947

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Memorandum of Transmittal

To: Commissioner Francis T. Spaulding

It is my privilege to submit the final report of the Advisory Committee on New York State's Records System.

The report deals with fundamental issues of functions, relationships and organization. These issues will be important, sometimes crucial, wherever the proposed State Records Office may be placed in the organizational structure of the State government. In evolving policy and program the report will prove a useful guide to all concerned. It may well prove a basic document in the evolution of the State's Records program.

I would express the indebtedness of the Education Department to the distinguished members of the Committee who gave so freely of their time and talent in the study of a problem of growing importance to this Department and to the State as a whole.

Respectfully submitted

J. CAYCE MORRISON

Assistant Commissioner for Research

September 22, 1947

## FOREWORD

The Advisory Committee on New York State's Records System, consisting of the undersigned, was appointed in December 1946 by authority of the Commissioner of Education of the State of New York "to review proposals and to make recommendations concerning the functions of a State Records Office; its relations to the New York State Library, to the divisions of the State Education Department, to the departments of State Government and local developmental units and concerning the facilities that will be needed."

Visits of the full Committee were made to Albany in January 1947 and again in April 1947 to review materials, gather additional information, meet officials involved and listen to their views, and discuss specific problems. Other information, of supplementary nature, was supplied by mail. The Committee had before it in the course of its study three other important recent reports to which full consideration was given. These were (1) the report on "A Proposed New York State Records Office," prepared in May 1946 by Henry Howard Eddy, then Acting Archivist in the State Division of Archives and History, which is referred to herein as the "Eddy Report," (2) the Report of the Temporary State Commission on Coordination of State Activities (also called the "Wicks Commission Report"), dated March 6, 1947, subsequently printed as "Legislative Document (1947) No. 54" (77 p. with photographs), and "The New York State Library, Report of a Survey," by Keyes D. Metcalf and Andrew D. Osborn, dated January 20, 1947 (in mimeograph version, 46p.), which is referred to herein as the "Metcalf Report."

The Committee wishes to record its appreciation of the full cooperation given to it in all phases of its study by officials of the New York State Education Department, including the State Library and the Division of Archives and History, by members of the staff of the Temporary State Commission on Coordination of State Activities, and by other state officials who presented the records problems of their agencies at the Conference on the State's Records System held January 27, 1947. The Committee also wishes to state that it was given to understand by officials of the State Education Department that it was under no obligation to recommend that the State Records Agency remain in that Department if in its judgment the agency would function better elsewhere.

*Margaret C. Norton*

Margaret C. Norton  
Archivist, Illinois State Library

*Luther H. Evans*

Luther H. Evans  
Librarian of Congress

*Solon J. Buck*

Solon J. Buck  
Archivist of the United States

## SUMMARY OF REPORT AND RECOMMENDATIONS

Under the heading "Development of Modern Archival Viewpoint" in the first part of its report the Committee has touched briefly upon some features of the development of archival administration in Europe and the United States that, it feels, help to provide a framework for the understanding and appraisal of the present situation in New York. Some interpretation of that situation is offered in the next section. There follows a section in which the Committee undertakes to present its ideas of the essential functions of a modern archival agency or records office so that there may be full understanding of the recommendations that follow.

The Committee's specific recommendations are presented in the section headed "Basic Legislation Proposed and Discussed." For clarity and emphasis, it was felt that the main recommendations should parallel the three separate but closely related acts of legislation that seem to be necessary at this stage for a new start on New York's records program. These acts are a basic records act, an act establishing a State Records Office, and an act providing for the construction of a State Records Building.

The longest part of the discussion in this section of the report is devoted to the question of the appropriate position of the proposed State Records Office in the organizational structure of the State Government. This is a key question and the decision made, the Committee feels, may, in the long run, spell the difference between success and failure in the program to be undertaken. The Committee gave the matter careful thought. It recommends (1) that all essential archival functions be centralized in the proposed State Records Office; (2) that the State Records Office be in the Department of Education; and (3) that it be set up within the Department as a separate agency on the same plane of organization as that of the State Library and that it be not set up as an expansion of or a part of the present Division of Archives and History. These recommendations are accompanied by the suggestion that serious consideration be given to the grouping of the State Records Office, the State Library, the State Museum, and the State Historian's Office under a new Associate or Assistant Commissioner of Education who would be responsible for the coordination of their activities.

The last section of the report consists merely of "Additional Considerations and Suggestions" in areas where specific recommendations are not called for or where, because of lack of information at present, they can not be made.



## REPORT OF THE ADVISORY COMMITTEE ON NEW YORK STATE'S RECORDS SYSTEM

Most governments of size and importance, especially if they have been operating for a considerable period of time, have a recognized archival agency or public records office.\* The idea of such an agency, briefly stated, is that the noncurrent records of enduring value of all branches and offices of the government should be assembled in the legal and physical custody of a specialized agency, preferably in a building constructed and equipped for the purpose, so that they may be protected and given special care, be administered by professionally trained personnel, and be readily available when needed by officials of the government, scholars or others who may have a legitimate need for information in them.

A government, no matter how it may be divided into departments or offices for current administration, is essentially a unit, and it is an advantage to have its noncurrent records centralized so that there is but one place to go for evidence or information in such records, no matter in what department or office they may have originally accumulated. Either before or in the course of the retirement of records to the archival agency a screening process is carried out by which records of no further value are systematically eliminated, thus saving space, money and the intolerable confusion that almost inevitably arises from an unpruned growth. An efficient archival agency serves the government, the scholar and the citizen, and is worth many times its cost to the taxpayer.

### Development of Modern Archival Viewpoints

In Europe, where the accumulated and complex records of the past posed special problems at a much earlier date than in America, archival agencies in great number were established in the seventeenth and eighteenth centuries, originally for purposes of administrative convenience to existing governments. Today there are in Europe such archival establishments for nearly all national governments, for most governments on the provincial level and for a vast number of cities and other units of local government. Gradually, in addition to serving an administrative purpose, these archival agencies began to serve scholarship as well. The latter function was hastened by the French Revolution and the other revolutions that followed in Europe. The enormous masses of records of the old regimes that were concentrated in these depositories turned them into "mines" for historical scholars. The spread of democracy and nationalism led to more liberal provisions of access and to the concept of the records as a national heritage of a people instead of the closed property of an autocratic state.

\* The Committee considers that there is no difference between a government archival agency and a public record office. The word "archives" is a collective noun meaning one or more bodies of official records of a government, an agency of government, an institution, an organization, a family, or even an individual. The words "archives" and "records" are not mutually exclusive terms. All archives consist of records, but the word "records" is often used with reference to documents that are not archival in character. The distinction between the words "archives" and "records" is not based on age, or value, or prospective use. It is akin to the distinction between the words "forest" and "trees."

In the nineteenth century historians came to dominate in the administration of European archives to such a degree that there was a tendency to concentrate on the records of the old regimes and the facilitation of research in them to the neglect of the original administrative functions and relationships with existing governments. There has now been in progress for some time a movement away from this stifling tradition, which is in different stages of progress in different countries. Most of the archival establishments of the Latin American countries were founded when the historical tradition was uppermost, with the result that, as a rule, they are concerned primarily with the records of the colonial and wars of independence periods and have few, if any, records of the national period. Their holdings tend to be static in character. The Public Records Office of Canada, founded in 1871, is in somewhat the same position.

In the United States the movement for centralized custody of noncurrent public records began somewhat later. As brought back by scholars returning from their education and research experiences on the European continent, the idea was still colored by the historical tradition yet dominant in many continental institutions. Historians especially thought of archival establishments mainly in terms of centralized repositories of available materials for research. The state archival agencies that were established in the earlier years of this century tended to be closely associated with or auxiliary to State Historical Departments or Divisions (or in the Mid-West to the State Historical Societies, which are there state rather than private agencies). The development of many of these archival agencies into broader spheres of usefulness to the government that supports them has been handicapped by this association.

The National Archives in Washington stands on a broader foundation and symbolizes the union of the cultural and administrative traditions in archival administration and service. Much credit for its establishment must be given to the promotional work of historians and scholars generally, many of them still acting in the current of the historical tradition that has been described. But there was also a strong movement, sponsored by government officials and administrators, for a building and administration to provide adequate space and special care for the rapidly accumulating noncurrent records that agencies found it necessary to keep indefinitely for legal and administrative use but that were in the way for current operations and difficult to preserve and protect physically and to maintain in accessible conditions and in usable order when stored in outlying locations. There were a few scholars, such as Dr J. Franklin Jameson and Dr Waldo G. Leland, who saw and understood both forces and acted to bring them together in support of legislation broad enough to serve both interests.

It is also pertinent in this account of archival development to note that in the United States the library movement got under way much earlier than the archival movement and that, when the latter was still in its infancy, the librarians represented a strong vigorous group, eager to be of maximum service to the community or government they served. This is especially true of state libraries, which were usually research institutions, developing collections of manuscript sources as well as printed materials, and concerned with serving, first of all, the governments that supported them. Many of them began to salvage older documents of exceptional interest and

especially colonial records that were not needed and were poorly cared for in the government offices. Laws or executive orders legalized such transfers in some cases, but in others there was merely mutual recognition that they would promote the preservation and availability of the records.

This activity was thought of merely as an extension of the collecting function of the libraries. Often official records were merely added to the manuscript collections and treated as were other manuscripts, without much realization of the special tenets that should govern in their custody, arrangement and use. In other cases the official records were maintained as a special unit, and in a few cases separate archives divisions grew up within the State Library and became to a certain extent archival agencies for the State. Usually, however, archival functions in these agencies have been limited to custody and reference service on a limited body of older records. In the very few cases where a more rounded program has developed the archives division has had to reach a status of considerable professional autonomy, subject to the librarian only in administrative matters. Broad-minded librarianship and strong archival leadership are the prerequisites if this is to happen.

This development is also reflected in the experience of the Federal Government. The Library of Congress, under authority of a clause inserted in an appropriation act of 1903, began to take custody of and place in its Division of Manuscripts selected records from other agencies of the Federal Government. These were mostly single items or small groups of papers of outstanding historical value and in many cases were selected from files that were left in the custody of the agencies. As the Library began, however, to receive offers from the agencies of larger bodies of older records, it came more fully to understand the magnitude and special character of the archives of the Federal Government and it swung its support to the movement for a specialized archival agency and building. In the words of the Librarian's Annual Report for 1911 (p. 26), "The Library can not sacrifice its space to the storage of public papers which properly belong to other Government offices. Such papers should go to a national archives depository, and it is gratifying to see that a serious movement is on foot to erect a building for this purpose." Today the Library of Congress continues to serve as a great repository for private manuscript collections and non-governmental archival materials, but it is releasing official records of the Federal Government that it has cared for in this interim to the National Archives as the records office. The work of both institutions and their potentials for growth and service in the future have, it is believed, been strengthened by this logical division of fields.

Both in the Federal Government and in the states the libraries entered this field because a vacuum existed. (The contrast with the development in Europe is striking.) It was a logical extension of their interests at the time and resulted doubtless in the preservation and fuller use of many valuable records. But it was, historically speaking, a transition stage, peculiar to the United States (and to Australia, New Zealand and a few other countries where the situation was similar). If a strong archives program is to be

successfully promoted, corrections and adjustments must be made with respect to powers and prerogatives that the libraries quite logically assumed in this transition period.

### The New York Situation

In New York laws providing for transfer of officials records to the State Library were passed earlier than in most States, but the experience of the State Library in this field, nevertheless, it is believed, can be interpreted in terms of the general pattern that has been sketched. The transfer of certain other archival functions to the State Historian's Office, on the other hand, came much later, and appears to have been more accidental than deliberate, but the resulting experience there appears, nevertheless, to fit into the pattern established in other states where the historical tradition dominated archival organization and work. The peculiar thing about the New York situation that acted further to block the normal development of a healthy, well-rounded, unified archival program, was the division of archival functions between the two agencies, the State Library and the State Historian's Office. This, it is believed, is not paralleled in any other state. In most other states the archives program has remained wholly under the State Library or wholly under the historical agency and has developed, within the limiting traditions of either service, as a unified if not a complete program. The exceptions are such states as Maryland and Delaware, which have established separate records offices, independent to a considerable degree of either tradition.

Disregarding personalities, and with the best intentions on the part of both agencies, such division of responsibilities as has existed in New York can hardly be expected to result in a complete and efficient program. There will either be overlapping and competition, or, as is more likely, when funds and personnel are not plentiful, areas of importance that neither agency covers properly. There may be a reluctance on the part of one agency to initiate activities that might be interpreted by the other agency as infringing on its field. Both draw back until there is a "no man's land" between them. The State Library in the past, it is believed, has been too passive in its role. The State Historian's Office, on the other hand, it is believed, has not felt that it had a full mandate to tackle the departmental records situation effectively and has confined its efforts in this area until recently largely to agitation in speech and writing. In view of the divided responsibility and powers, neither can justly be criticized for the lack of more positive results. The State Historian's Office is certainly to be commended for its recent effort, as represented by the Eddy report, to draft a full program on paper and thus bring the situation to a head.

Meanwhile, as a result of this stalemate, the records situation in the offices and departments of the State government has grown progressively worse, until a third party has naturally entered the picture--the forces representing administration and management in operating agencies. The "no man's land" was the area that particularly interested them. The needs of the agencies were not being served. Such a move on the part of those interested in effective records management is always to be expected when archival agencies

concern themselves only with those aspects of archival work that are associated with research and scholarship. The management interests have both justice and power on their side. The original purpose of archival agencies was to meet the needs of government administration. In any fully developed modern archival program these needs are met, and they must be met or the archival program will be cut off from one of the strongest sources of its support and will deteriorate into a shrunken appendage of small value. It is not only the records of the past that it must be concerned with but also the records of the present and of the future that will become records of the past.

An archival agency or public records office must, therefore, be both a cultural agency and an administrative or management agency of government in its special field. Its services in the cultural area can not be fully performed over a period of years unless its services in the administrative area are effectively performed. Its services in the administrative area can not be effectively performed unless it has an appreciation of the long-term cultural and research values of the records that are created and used in the living agencies of government and that must in time be retired either to its custody or to the ash heap. The cultural and the administrative aspects can not be separated. Neither should be emphasized at the expense of the other. An archival program remains healthy and draws its support from both sides only as it effectively performs its dual role.

#### The Functions of a Modern Records Office

It might be useful at this point for the Committee to set down briefly what it considers to be the essential functions of a modern archival agency or public records office--in other words, to present a picture in positive terms of what it considers should be the program of such an agency.

The essential functions are believed to be these:

- A Accessioning of Noncurrent Records of Continuing or Enduring Value. This includes the selection of material for deposit in the custody of the archival agency, preparation for shipment, shipment and receipt at the depository. This function is made relatively simple and economical if function G (see below) is properly attended to. Normally there should be no need for further screening at the archival repository. There may, however, be emergency moves when the screening has to be hastily done or errors in retention on the conservative side that time will reveal. Some noncurrent records that do not have enduring value must be preserved for a period of time as insurance against claims or for other reasons. Ordinarily, it is believed, such records should be held by the operating agency, but there will be occasions when the archival agency must assume custody for the State, especially when the operating agency goes out of existence or its functions are so curtailed or changed that it is no longer a logical custodian of the records.

- B Maintenance and Rehabilitation. This includes fumigation, cleaning, repair and rehabilitation when necessary, proper storage, protection and continued maintenance of the accessioned records under conditions most favorable to their preservation. Technical knowledge and special skills and equipment are needed for this purpose, and this knowledge, equipment and skill should be made available to other agencies of government, both state and local, that have the custody of valuable records that have suffered damage from or are endangered by fire, water or other hazards. They should always be ready for emergency records preservation work in times of floods or other large scale catastrophes.
- C Arrangement and Description of Accessioned Records. This includes the determination of arrangement within the archives building, the establishment of a relative arrangement within each separate group (the accumulated body of records of a specific office), and the provision of order and controls, all according to the accepted principles of archival arrangement; also the preparation of over-all guides, inventories of particular groups, and other finding aids, to the end that specific files or documents or information in them may be readily available. Over-all guides should be widely distributed to officials of the Government, to libraries and to scholars. Copies of inventories should be supplied at least to the transferring agency and in some cases to other interested agencies of the Government.
- D Provision of Reference Service on Accessioned Records. This includes the setting up and enforcement of regulations and controls over access and use (with special regard for restricted or confidential material), the provision of adequate search or reading room facilities and services (including advice and assistance to searchers), the answering of reference correspondence, the loan of specific records under certain circumstances to operating agencies of the Government, and the performance of special research services for government agencies upon request.
- E Photographic Reproduction of Records. This includes the installation of laboratory and photographic equipment to make, process and print photographic, photostatic and microfilm copies of records. The work to be done includes not only the making of copies of accessioned records for government agencies and others but also microfilming of such records for reduction in bulk when practicable and economical, reproduction for preservation of valuable but frequently consulted originals in order that copies may be substituted for ordinary use, and, with respect to the more valuable records, both state and local, making of copies for preservation elsewhere to insure availability of content in case of destruction or serious damage to the originals. The experience and technical skills and equipment of the archival agency in this field should be available to all state agencies and local officials within reasonable limits, and operating agencies should be required to clear with the archival agency all plans for micro-filming records in their custody.

- F Advisory Service in Connection with Active Records. This is sometimes referred to as the "records administration" or "records management" function. Because of their experience in maintaining and servicing records created by many different agencies and filed under different systems, archivists become versed in the requirements of good documentation--the adequacy of the record, the durability of the paper, ink, film or other materials, the efficiency of the filing and indexing systems and appropriate filing equipment. Some of these requirements should be written into a general records act. The archival agency should not have police powers to enforce them, but it should have powers of inspection over all records with the duty to report serious inadequacies. The emphasis should be on a positive program of good records management, achieved through general promotion and specific advisory services--always through cooperation.
- G The Disposal of Useless Noncurrent Records. Records that do not have continuing value should be disposed of by the operating agencies as soon as they are no longer needed, in order to save valuable space and filing equipment. The archivist should participate in the analysis and appraisal of such records, with a view to facilitating this disposal and at the same time to insure against disposal of material that may have continuing or future administrative, research or informational values of which agency officials may not be fully aware. To the extent that records of the same type or character, or covering the same functions, are being continually created, the archival agency should assist in the development of disposal schedules that can be followed by agency personnel without the need of clearance each time, thereby limiting the volume of records that need special study and decision before disposal. These schedules, if adhered to, keep the agency's accumulations to a minimum and permit the fixing of responsibility at all times. The power of inspection and report again tends to secure compliance.

The above, it is believed, are the essential functions of a large scale governmental archival agency or public records office. There are additional functions that are optional or that grow out of special circumstances. Some of these, such as documentary publication, will be dealt with later. The special functions of a state archival agency that relate to supervision over local records will also be considered later.

#### Basic Legislation Proposed and Discussed

The present records situation in New York State has grown from piecemeal legislation. The problems that have arisen can not be solved by more such legislation. The Committee recommends the enactment of three separate acts of legislation. Because of their interrelationships they should be drafted at the same time and submitted together to the State legislature as the basis of a single unified State records program. These three proposed acts are: (1) a basic records act, (2) an act establishing a State Records Office, and (3) an act providing for the construction of a State Records Building.

The Basic Records Act. For convenience of reference and as a requisite for effective and efficient records administration, there should be one place where all basic general legislation relating to records is brought together in systematic fashion. Inadequacies and inconsistencies in many existing laws should be cleared up in the framing of this act. It should presuppose the passage of the second and third acts and should be carefully integrated with them. It is believed that both state and local records can and should be dealt with in this one act.

The basic Records Act should begin with carefully phrased definitions of records, both state and local, should state in positive terms the responsibility of all officials for the creation and maintenance of adequate records and for the delivery of records to successors in office; should provide for the recovery of records that accidentally or illegally have passed out of official hands; should establish minimum standards for record materials and minimum standards for maintenance of records under appropriate physical, legal, and moral safeguards; should provide for re-execution or re-recording of lost, damaged, or deteriorated records; should provide for the copying of records by photography or other processes and under proper circumstances and safeguards, for the substitution of such copies for the originals; should prescribe conditions under which original records and copies may be admitted as evidence in legal proceedings; should make clear any requirements or restrictions as to public accessibility; should provide for the custody of records of discontinued agencies; should provide procedures for the systematic disposal of records having no further value and for the centralization in the State Records Office of noncurrent records having enduring value; and should provide adequate penalties for violations. The above are suggestions for content and are not intended to be complete. This act should apply to all government agencies and public officials. It should be mandatory in character and should be enforced by the Governor and such other officials as are normally responsible for the enforcement of legislation. Responsibility for its enforcement should not be placed on the State Records Office. The Director of the State Records Office should, however, be given powers of inspection and the duty to report violations, so that he can contribute effectively to enforcement.

In preparation for the drafting of this act, a study should be made of "The Proposed Uniform State Public Records Act," printed in The American Archivist for April 1940 (vol. 3, p. 107-15); of federal legislation such as the National Archives Act of 1934 and the Federal Disposal Act of 1943, with amendments of 1945; of pertinent legislation in many states; and of certain sections of the "Proposed Records Administration Act" printed in the Report of the Temporary State Commission on Coordination of State Activities (p. 61-69). It will also be necessary to examine, correlate and reconcile all previous New York legislation, and to make sure that there are no vital omissions so that all former legislation inconsistent with the new act can be voided.



Act Establishing a State Records Office. This act should establish the title of this agency and of its head, establish the position of the agency within the structure of the State Government and the nature of any superior authority that is to be exercised over it, define the functions of the agency and the duties and responsibilities of its head with respect to both State and local records, and confer upon the agency and its head adequate powers to execute their duties and responsibilities. It should not define the organization of the office in detail.

The need for such a special unit of government is agreed upon by all groups familiar with and concerned with the State's records problems. The Committee has already discussed in sufficient detail the defects of the present system of divided responsibility and its results--inability to carry out a positive, rounded, unified, and integrated program. A point not previously made is that the present system requires that state agencies maintain contacts with two separate agencies performing archival functions, with uncertainties on their part as to which does what. From their point of view, if from no other, there must be but one well-known office to which they can go for all records services.

The Committee recommends that the archival agency be designated as the "State Records Office" and that its head be designated as the "Director of the State Records Office."

The chief issues that have arisen are over the appropriate position of the agency in the organizational structure of the State Government. To these issues the Committee has given most serious attention because it believes that the future of the State Records Office may depend to a considerable degree upon the decision reached.

The Committee believes that, ideally, a State Records Office should be an independent agency, coordinate with all other governmental agencies with which it must deal and whose records it should eventually inherit. The position of the National Archives in the Federal Government is cited as an example. It has not been possible or practical to achieve such status in most states, however, and the Committee understands that such status is not likely to be possible of achievement in New York.

If the agency is to be located in an existing department, the only alternatives deserving serious consideration are the Department of Education and the Executive Department. The argument for the latter is that the State Records Office should be essentially a management agency of government and that its work to be effective would have to be backed directly by the Governor or some official representing him. The Committee does not accept this view. In the first place, it doubts that such an agency in the Executive Department would necessarily have stronger official support that it would in another department. More important, however, it believes that the authoritarian approach should not be emphasized; that instead the Records Office should win its way by persuasion and by a demonstration of good works. The Governor would presumably be responsible for the execution of the basic Records Act, which could be supplemented when necessary by Executive orders. It is neither necessary

nor desirable that the State Records Office be made the enforcing agency. The power to inspect and report should be the extent of any pressure exercised by that Office and, if the positive approach is emphasized, it should be necessary but rarely to resort to such pressure. In addition, the Committee believes that there would be a danger, if placement should be in the Executive Department, that the cultural phases of the work of the Records Office would, in time, be neglected or minimized, that the emphasis would be on the disposal of worthless records rather than on the preservation and servicing of valuable records.

Furthermore, whatever its organizational relationship, the State Records Office would need to maintain close association and cooperation with the State Library, the State Historian's Office and other agencies of research and education in the Department of Education. Advantage should be taken of such experience as that Department has had in this field in the past. Radical changes that tear asunder all past relationships should usually be avoided. In an attempt to correct past deficiencies, care should be taken not to go to the other extreme. For these reasons, the Committee recommends that the State Records Office be placed in the Department of Education.

Within this Department there are three possibilities that deserve consideration: (1) placing the Office in the State Library as a branch with considerable autonomy; (2) placing the Office in the present Division of Archives and History (State Historian's Office) and giving it status as one of the two major branches of that Division; or (3) making the Office independent of either of these agencies and giving it a status equal to theirs. The Committee has carefully considered these three alternatives and has come to the conclusion that the third is to be preferred. The Committee believes strongly that the functions to be performed by the State Records Office are of sufficient importance and are sufficiently different from library or historical functions to call for this independence. In making a fresh start on a full-scale, well-rounded records program, the Director of the State Records Office should be free from any hampering traditions of either the library or the historical approach. Records must be handled in accordance with different principles from those applicable to library material. Trained librarians in control might tend to impose library views and methods, to neglect the functions of the Records Office as administrative agency of Government, and perhaps to favor the library proper in budgetary and personnel matters. Some librarians would be exceptions, of course, but, by and large over a period of years, it would be better not to have the States Records Office subordinated to the State Library. Much the same may be said of the proposal to make the State Records Office a part of the State Historian's Office. Two different programs of essentially equal status and importance ought not to be carried on with the head of one subordinate to the head of the other. The fact that a separate records building is contemplated makes it all the more logical that there be a separate administration. There are no economies to be achieved by subordination.

The Committee suggests instead that serious consideration be given to the grouping of the State Records Office, the State Library, the State Museum and the State Historian's Office (which might be designated the "Division of State and Local History" instead of "Division of Archives and History") as coordinate agencies and institutions under a single Associate or Assistant Commissioner of Education, as was suggested in the Metcalf report on the State Library.

The proper functions of a State Records Office, to be provided for in this proposed act, have already been set forth in detail earlier in this report. Most provisions relating to the care of local records should be taken care of in the basic Records Act. Provision for the inspection of local records and the furnishing of advice and assistance on records matters to local officials, now authorized to be performed by the present Division of Archives and History, should be transferred to the State Records Office, however. Provision should be made also for authority to transfer local records to the State Records Office, but only in exceptional instances--as for example to prevent destruction--and along with this should go authority to restore them to appropriate local custody when such is established. The authority to make and preserve photographic copies of valuable and important local records should also be given. The question of whether the State Records Office might properly serve as the appropriate place of deposit for valuable noncurrent records of Albany county and city and of closely adjacent counties or cities deserves serious consideration.

Present laws that authorize the transfer of government records to the State Library should be repealed and no further accessions of governmental archives should be accepted by the Library except upon the request by the State Records Office that the Library provide temporary custody for specific records pending the completion of a records building. In drafting this provision, care should be taken to preserve the State Library's power to certify records now in its custody until such custody shall be legally transferred to the State Records Office. The official records of the state and local governments that are now on deposit in the State Library should probably be integrated eventually with other records originating the same or successor agencies that will be transferred to the custody of the Records Office. Since the State Library is at present giving good physical care and satisfactory reference service on these records, the legal transfer may well be deferred to some future date when the Records Building is completed and ready to receive records.

The Committee believes that the library function of preserving valuable records and papers that are not official records of the State is an important one, and that it can and should go forward in the State Library more energetically when space is released by this transfer of official records, that in fact such a program has been seriously hampered by the Library's having had to devote space and personnel resources to official records.

The Director of the State Records Office should be appointed immediately upon the passage of the Act creating the Office--without waiting for the erection of the Records Building--for he should have an important part in planning that building and its equipment. He should also be given funds to enable him to recruit immediately a

small staff of professional archivists and the requisite clerical assistance. Besides assistance in planning the building, his first tasks should be to (a) plan the internal organization of the State Records Office and details of its program, (b) continue the program of surveying the records, as envisioned in the Eddy report, and (c) put into force the procedures of the basic Records Act for disposal of useless records so as to relieve pressure for storage space prior to completion of the building and, in addition, make more definitive the estimates as to the quantity of records that will need to be provided for in the building.

Act Providing for the Construction of a State Records Building.  
The erection of a separate archives building in New York State has been long overdue. The need for it is so generally recognized, fortunately, that the Committee will merely add its recommendation for passage of the necessary legislation as the capstone of the records program.

A State Records Office, no matter how able its Director and staff, can not accomplish the desired results without its own specially constructed building. Control over provisions for the physical care and protection of records can not be complete when the building is shared with another state agency. The building itself, if properly constructed for the housing of records, is not likely to be suitable for other types of occupancy. A separate building is of benefit to the records agency and records program in a psychological sense in its relation to other agencies and to the public. It is a symbol of the State's maturity and permanence. It is an obligation the State owes to its own history and to the men and women who produced it. It is an obligation it owes to their descendants of the present and future. The records of the past that are worthy of preservation are their rightful heritage. The State is, after all, only a custodian.

Despite its belief that the building should be a fitting one, the Committee does not feel that it must be of monumental character. The purpose is preservation and service, not display; and an efficient, functional building that can hold more records at less overhead cost is to be preferred to an expensive monumental structure. The Committee is attracted by the type of building suggested in some detail in the Eddy report and believes that its possibilities should receive serious consideration. It sees no serious objection, however, to the location of the building at some distance from the Capitol. Wherever it may be located, care should be taken that space is available for expansion in the future, and it should be planned with such expansion in view. The Committee can not emphasize too strongly that the Director of the State Records Office should be closely associated with the planning of the new building at the earliest stage possible. The planners should inspect recently constructed buildings and seek the opinions and advice of archivists who have been occupying them. They should seek advice from the Committee on Archival Buildings of the Society of American Archivists. They should take into consideration recent developments in library construction with respect to the many features that the two types of buildings have in common, but they should be aware always of the differences also. They should give special attention to developments in air conditioning and lighting.

### Additional Considerations and Suggestions

There are a number of additional problems and situations, some of them peculiar to New York State, that deserve consideration, but your Committee feels that it does not have sufficient knowledge of them in all their ramifications to make specific recommendations. Some of them require special study and others should be left to be worked out by the new State Records Office and its staff. The Committee will confine itself to a few observations and suggestions with respect to a number of these.

Future Relations of the Historical and Archival Programs of the State. The removal of archival functions from the Division of Archives and History should not be permitted to weaken the historical program but instead should strengthen it. New York ought to have and can afford a strong separate historical unit. The title of the Division would have to be changed, of course: "Division of State and Local History" has been suggested earlier in this report.

The function of editing and publishing documentary materials, the Committee believes, should remain in such a Division, so that it may give consideration to both official and unofficial materials on deposit in both the State Records Office and the State Library, as well as elsewhere in the State and Nation. By centralizing such responsibility competition in publishing programs can be avoided, the resulting publications can be more comprehensive and complete, they may be better edited, and they should be better integrated with the rest of the historical publication program covering bibliographies, selected readings, pictures, and other forms of visual aids for the promotion and teaching of State and local history. There would also be the advantage of centralized distribution to a public whose needs would be best known by the Historian's Office.

It is suggested that the authority of local historians (now supervised by the State Historian) to inspect and report on the condition of local records be continued as at present. They should have no powers of supervision over local records but merely the responsibility for keeping an eye on conditions as part of their general responsibilities as guardians of the local heritage. The staff of the State Records Office could not possibly make inspections in every one of the local units as often as would be desirable. Copies of reports by local historians that touch significantly on local records conditions should be forwarded by the State Historian to the State Records Office for the information of the latter and for action when indicated. Perhaps the local historians should be directed to send copies of such reports to both offices. Cooperation concerning local records with other agencies, such as the Bureau of Municipal Affairs, should also be close. The Director of the State Records Office should neglect no fruitful channels of information and control that may profitably supplement his own and increase the efficiency of his Office in its work with local records.

Other functions of the State Historian, such as the care of historical sites and the preparation of historical markers, relate less directly to archival matters, and are not considered by the Committee as coming within the scope of its instructions. It believes,

however, that at all times relations between the Director of the State Records Office and the State Historian should be close and that the administrative separation of archival from historical functions need not in the least interfere with such relations.

Records of the State Government Outside Albany. The handling of records of offices of State Government outside Albany, including field offices, (which should be differentiated sharply from records of local governmental units) is a problem of unusual complexity in New York. The Director of the State Records Office should initiate a study of the problem as soon as he is appointed. He will have to feel his way toward the proper solutions. It would seem desirable at an early date after the establishment of the State Records Office to station a deputy more or less permanently in New York City to begin operations there and to study the situation. A branch office might be necessary and ultimately perhaps a branch repository. If the latter seems called for the Committee suggests the consideration of a substantial records building that can be used cooperatively for the New York area by State, county and municipal authorities, each having a portion of the building for its exclusive use so far as storage and custody are concerned, but sharing technical facilities for fumigation and cleaning, repair and rehabilitation, photographic work, and the like. The possibility of a second branch office or records repository in the Buffalo area also will deserve consideration in due time. The noncurrent records of State offices and institutions located elsewhere throughout the State should be thoroughly screened, and most of them that have enduring value should probably be brought to Albany, where they can best be used and studied in conjunction with the related records of the central offices at the seat of government.

Number, Training, and Salary Level of Employees. The number of employees that will be necessary for the State Records Office will depend on the size of the program that must be accomplished, and that remains to be determined. A program of the scope that has been outlined, and having in mind that local records as well as state records are within its province (in contrast to the situation in the National Archives), would seem to require eventually in a State the size of New York a staff at least one-third the size of that of the National Archives in Washington. That would mean somewhere between 100 and 200 employees. The Committee does not feel that the staff need be larger than from 15 to 25 before the Records Building is occupied; but that preliminary staff should include a large proportion of highly competent professional archivists, who can make surveys and studies, lay the groundwork for future operations, and, when the new building is occupied, take over posts of authority as heads of sections and technical services. The average salary level should be fairly high at this stage because few subprofessional employees and manual laborers will be needed.

The salaries of the professional employees should be commensurate with those in other professional fields. The Director should be paid a salary comparable to that of the State Librarian, for example. The salaries should be higher than they are in most other state archival establishments, where they are often ridiculously low. The size of

the operational program in New York and its complexity would justify that. Of all states New York would seem to rank nearest to the Federal Government in this respect. The salaries should be high enough also to attract at the beginning a number of experienced archivists from other archival establishments in order to form a nucleus of workers with good experience in archival work in addition to adequate academic background. Others coming into the operation with little or no experience can then be trained on the job.

The Committee realizes that there are probably points of importance that have not been covered or that are inadequately dealt with in this report. Its members, either collectively or individually are willing to answer to the best of their ability additional questions if such arise or to expand on matters touched upon if the Department desires amplification of them. Also they stand ready to furnish advice and assistance in connection with the proposed legislation if it is decided to go ahead on the basis of the program recommended. It is a matter of regret that the Federal Government itself does not yet have a basic records law that might be of service as a model, although the need for one is widely recognized.

In conclusion, the Committee wishes to express its hope that New York will be able to initiate and put into operation a program that will meet its needs effectively and, in addition, will serve as a model to other states that are also wrestling with the problems caused by uncontrolled record accumulations.

NORTON, MARGARET CROSS--PERSONAL, 1940; 1942; 1944; 1946; 1950;  
1952; 1953; 1954; 1957



Thursday - Snowing 7000. I will  
take this down to mail 11:00

Wednesday  
4 p.m.  
Raining

My dear Margaret: - Thank you for the check - I  
did not <sup>get</sup> the first one. Your letter sounds as if you  
were about as busy as one could be. We won't plan on  
getting together for either Christmas or New Year - if you  
attend to all the plans other people lay out for you to  
do, you will forget these lesser tribulations. Ed?  
Janner has been here all day & about through now.  
My apt. was decidedly unchan- despite snow & rain  
to clear the air. Does not seem to make any difference  
It's been a hard day for me, for I have had so  
many interruptions, kept me waiting here & there - an  
article in the "Star" that Minnie Maxwell Dean had  
passed away in her home at Yankton S.D. Dakota.  
She died Dec. 4 & just in our paper now. Minnie  
was 4 years older than I. She was on my list for  
Christmas card. She has 2 sons in Chicago & one in  
Montana - but she lived in the home where Mr. Dean &  
she went so many, many years ago. She was the best  
of her family. So the gay & dashing bachelor, Lord  
Lothian passed on, unexpectedly & suddenly. I  
wonder what Cousin Eve will have to say about it.  
I heard a fine address yesterday about Williams -  
burg - early history & about 75 slides in color - pleased  
me very much. Barbara did not come until late &  
sat in rear & heard very little. Mrs. Ekstrom sat  
with me - who is she? I knew her father & mother

& we meet quite often at the club. She has a lovely  
home on Prospect St - they have money & travel a lot.  
She was in N. Y. & went to the Fair & several muse-  
ums - she never heard of the Chaistors & wants to know  
about it. Her husband was in Williamsburg last  
year & wanted his wife to go - but she could not leave  
home at that time - after the lecture, she wishes she  
had gone. She is a very pretty dark-haired Swedish  
woman - dresses in excellent taste - expensive clothes.  
Barbara does not seem to care for Woman's Club -  
any more - says the programmes do not phase her.  
I enjoy them, so I guess something has gone haywire  
at home. She telephones nearly every evening -

Once Roberts called up about the notice she sent you.  
I told her, that everything was given to Sarah at Marrens'  
death & this would be hers & at her death should go to  
her heirs - not any one else. She said they wanted to show  
affairs in the office & decided to send to you. Fay's  
address is. Fay L. Lillie 1819 Burton St. according  
to the telephone book - pub. Dec. 1940.

Loila is just as buried & backward as you are. What  
she has been doing is, for one thing - molding candles.  
You see they use so many for 3 Candle Light Service she  
noticed there was an unusual number of stubs & set  
her brain to working & conceived the idea of getting their  
janitor at the church to help her - they melted & poured  
the real ginned into tins & when cold were just right  
for the candles they were in the window ledge & the

organ left it. Then they experimented & made some they  
mashed in vases & I saw some at Stewarts same age  
priced 85 cents & I could not see any difference in  
looks. Miss Hoover showed me several Loka had made  
for herself & we compared them with Stewarts & found  
the latter were no better. If you have noticed many of the  
candles are rippled on outside? Loka made some of these  
She is older - has & is working days & evenings & will  
until next Sunday evening - after that a respite!  
I have finished reading to day's "Star" & just saw the  
notice of the death of a lady I knew before she was  
married - Nina Miller & they lived down on 6<sup>th</sup> St.  
near or next to the former Children's Home - & the  
strange part of it all is, she had a daughter & while I  
have known her many years - did not know she was the  
daughter of Nina. Said daughter married a Mr. Little  
& lived on Rockton Ave - was a Supervisor & your  
father used to buy pop over from him every winter.  
Mrs. Little you have heard me say is one who marks  
the trees in the Parks & Preserves & knows every tree by  
name. I often meet her at Barbara's - as she lives on  
E. State St. Highland Arms Apts. We certainly last trace  
of each other years ago. Pearl is coming out to be  
with the Fultons, the last of this week & sent word by  
Jannie she would call some evening - then.

Miss Hoover had another sick spell & was in bed  
2 days - she is over taking her strength - helping Loka  
but says she cannot help it.

I am sending you a nice Christmas card - be careful & not mislay it - there's a string tied to it, but I rather think you will not be bothered in the untying. We have finally got the Alex. Duncan Forbes married - after many parties & chances. The Elizabeth Moore of St. Louis, is the daughter of my early S-School teacher of the 1<sup>st</sup> Cong'l Church - You must have heard about - she Mrs. Eva Perry (Moore) See picture of bride & read about her hirlorn lace. Mrs. Wait Talcott was Grace Forbes before her marriage. The Talcotts will go back East after the wedding. Why they keep up that mansion on N-Main St. & live in Conn. is strange. Wait probably owns the larger part of the stock of the Talcott Bldg. & a lot more besides.

I am sending a card to Margaret Wier - in Tenn. altho. I do not know what they live there now. She sent me a card last Christmas - rather late - so I sent a N-year card & explained I did not know the present address. May I say this? If it were me - not you summoned to N. Y. I would lose no time in packing my few sticks - write for reservation etc. etc. And yet you seemed disposed to turn down the offer. I am glad I am home & going to stay here this winter where I enjoy about 80° heat in all my apt. - some times 90° in my bath room. - & I do not wonder that you feel you could enjoy your home, if given the chance. No news - good night - love & best wishes - your loving mother.

23 February 1940

**MEMORANDUM FOR MISS ROGERS:**

When I asked permission to attend the Annual Meeting of the American Historical Association I told you that I would not ask to be sent to the American Library Association meeting, especially in view of the fact that I would be leaving a month later for New York. Now see what has happened. I am still not asking to be sent, but do you not think that I should at least write the paper which is asked partly in order to get our own policies down in the form of an office manual? In view of the interest of the program on these three days, Monday through Wednesday, do you think it advisable for me to plan to go and pay my own way? What is your reaction on this whole matter?

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MGN AR

7-10-40  
South Hall  
Columbia Univ.  
June 21, 1940

My dear Miss Norton:

Dr Williamson has told me that you have been making enquiries regarding where to live during the summer session and that he had recommended Kings Crown Hotel. I have spent several summers at the hotel and have found it satisfactory but the rooms

provided. The room in question is  
at the back but has windows on two  
sides and there is plenty of light  
and air. There are two beds and  
a private toilet. Miss Rust teaches  
the early morning classes. She keeps  
a maid and there is excellent  
dinner and everyone waits on  
himself for breakfast but everything  
is carefully planned. She would arrange  
for your mother to get her own trunk  
& have her. ~~She~~ ~~not~~ ~~know~~ ~~her~~

are small. Perhaps you  
would be interested in living  
in the apartment of Dr.  
Mittie Maund Rust at  
464 Riverside Drive. I was  
there for dinner last night  
and learned that Alice  
Hazelting is vacating a very  
nice room there about July  
1st. Miss Rust lives on the  
eighth floor of a very nice  
apartment house near  
117 St. She has seven or  
eight rooms very nicely



rate for the room but I think it  
would be about twenty dollars per  
week. In addition she charges \$8.75  
per week for two meals. She actually  
shares her home with five or six  
nice people. I have lived with her two  
summers. You may use my name if  
you care to write. I have not told her  
that I am writing to you but she  
is anxious to fill her rooms with  
nice people. You will need to be pre-  
pared to meet war hysteria in New York.  
I was not. Sincerely Effie L. Power

Do not quote me in this

26 June 1940

Miss Helene H. Rogers  
Assistant State Librarian  
Centennial Building  
Springfield, Illinois

Dear Miss Rogers:

On account of class work at Columbia University starting earlier than had been anticipated, I wish my leave of absence to take effect Monday, July 1st at 8:30 a.m. and to terminate on Thursday, August 15th at 4 p.m.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MON-AR

17 August 1940

**MEMORANDUM FOR MISS ROGERS;**

**Conferences at which the Illinois State Library should be represented:**

**\*\*Society of American Archivists**

To meet at Montgomery, Alabama in November  
(About 11th-12th).

Several months ago the committee on arrangements discussed the probability of calling for exhibits but I have heard nothing definite. We should exhibit if given an opportunity.

**Southern Historical Society**

Immediately preceding the S.A.A. Meeting (the Friday and Saturday before) this association meets at Charleston, S. C. While this is not a meeting which I would ordinarily attend and not one to which I would expect expenses to be paid, it would be interesting to attend if we should be driving to Montgomery.

**\* American Historical Association**

As chairman of its committee on Public Archives, I should like to attend this meeting. I have not missed a meeting of the Association in over 20 years. In connection with this meeting the Conference of Historical Societies is to be reorganized as an organization parallel to the Society of American Archivists. This will probably bring out a large group of persons with interests allied to the Archives.

The Society of American Archivists will also hold a meeting at this time.

**Mississippi Valley Historical Association**

For a number of years I alternated attendance between this association and A.L.A. Of recent years I have got more out of A.L.A. I do not know where the Association is to meet this coming year or whether I would want time off to attend.

**\*\*American Library Association**

The Committee on Archives and Libraries is being continued another year on popular demand. It is generally conceded that Dr. Kuhlman's programs on archives are better than those of S.A.A.

Page 2 - Memo for Miss Rogers - August 17, 1940

\*\*Illinois State Historical Society  
Do not know where the next meeting is to be held.

\*\*Illinois Library Association  
Exhibit

ILLINOIS STATE LIBRARY  
Archives Division

Archivist

MON AR

STATE OF ILLINOIS  
CIVIL SERVICE COMMISSION  
CERTIFICATION OF ELIGIBLE

Date October 31, 1940

Hon. Edward J. Hughes  
Secretary of State  
CAPITOL BUILDING

Appointing Officer:

In response to your request (Number \_\_\_\_\_), dated \_\_\_\_\_ for an employee to fill vacancy, you are notified that in accordance with Civil Service Law, Rules, and Regulations,

Margaret C. Norton

Name of eligible

of Springfield, 1106 South 2nd St.

Address

is hereby certified to the position of Archivist at a salary of \$280.00

Classified title

per month in the Department of Secretary of State

hour, day, month

Division or Institution State Library Location of work Springfield

ILLINOIS STATE CIVIL SERVICE COMMISSION

to be effective  
April October 11, 1940

By \_\_\_\_\_  
Chief Examiner and Ex-Officio Secretary

"The Commission shall certify to the appointing officer the name and address of the candidate standing highest upon the register for the class or grade to which said position belongs." Section 10 of Civil Service Act.

The original of certification of eligible report has been sent to the appointing officer. When the eligible reports and is assigned to duty, immediate notice thereof should be given to the appointing officer in order that appointment report A-2b may be submitted to the Commission before payroll is received as no salary will be approved for employee until the appointment report A-2b is submitted to the Commission properly filled and signed by the appointing officer.

14 (A-17343)

CO-  
Miss Helene Rogers ✓  
Illinois State Library  
Centennial Building

## Form F 10

## ITEMIZED STATEMENT OF TRAVELING EXPENSES—Attach to Voucher Form F-9

The law provides that bills for traveling expenses shall be itemized and accompanied by certificate. The following form is prescribed for use: (See requirements of the law on the other side of this sheet.)

Year

Month

Headquarters

1940

November

State Library, Springfield, Ill.

DATE	TRANSPORTATION			SLEEPER & EXTRA FARE	MEALS AND LODGING		BUS, TAXI, STREET CAR FARE AND INCIDENTALS		TOTAL
	FROM	TO	FARE		LOCATION	AMOUNT	ITEM	AMOUNT	
Nov 9	Springfield	Jackson, Tenn.			Jack. H	2.50			2.50
10	Jackson	Birmingham			Birm. H, D	5.20			5.20
11	Birmingham	Montgomery			Mont. 2L, 2D	4.00	Registration	1.00	5.00
13	"	"			" H, 3 B	9.12			9.12
16	Montgomery	Vicksburg			Vicks. H	2.01			2.01
17	Vicksburg	St. Louis			St. L. H	2.81			2.81
						25.67		1.00	26.67
PURPOSES OF TRIPS, GENERAL TERMS		SPECIFIC PURPOSE—NOT SUFFICIENT		Attending the Fourth Annual Meeting of the Society of American Archivists and the Council Meeting of said Society, held at Montgomery, Alabama, Nov. 11-12. Transportation by car					

I certify that the above account is correct and just; that the detailed items charged within are taken and verified from a memorandum kept by me; that the amounts charged for subsistence were actually paid, and the expenses were occasioned by official business or unavoidable delays, requiring my stay at hotels for the time specified; that I performed the journey with all practicable dispatch, by the shortest route usually traveled, in the customary reasonable manner, and that I have not been furnished with transportation, or money in lieu thereof, for any part of the journey herein charged for.

Title ArchivistDivision of State Library Department of Secretary of State

Read and comply with Instructions on back

**Section 12 of "An Act in Relation to State Finance."**

Sec. 12. Each voucher for traveling expenses shall be itemized and shall be accompanied by a certificate signed by the person incurring such expense, certifying that the amount is correct and just; that the detailed items charged are taken and verified from a memorandum kept by such person; that the amounts charged for subsistence were actually paid; that the expenses were occasioned by official business or unavoidable delays requiring the stay of such person at hotels for time specified; that the journey was performed with all practicable dispatch by the shortest route usually traveled in the customary reasonable manner; and that such person has not been furnished with transportation money in lieu thereof, for any part of the journey therein charged for.

---

In the space provided to the left of the amount column under "Meals and Lodging" the following letters are recommended for use: 'H' for Hotel, 'R' for Room, 'B' for Breakfast, 'L' for Lunch, 'D' for Dinner, and 'S' for Supper.

BLACKSTONE LIBRARY

20 WEST 57TH STREET  
NEW YORK, N. Y.

CIRCLE 7-0926

*Personal*

November 14, 1940

Miss Margaret Norton  
South Hall  
Columbia Univer.  
New York City

Dear Miss Norton:

You will probably recollect that some time ago, we finished some very fine portraits of yourself.

Recently we made a goldtone miniature from one of your negatives for display at an exhibition, as we considered your negative admirably adapted for this purpose. The exhibition has been concluded and the miniatures have been put in storage for safekeeping.

It occurred to us that you might like to avail yourself of the opportunity of acquiring for yourself this fine reproduction for your personal use. We are therefore offering the miniature to you at the greatly reduced price of \$12.50. Our regular price is \$75.00.

The size of the miniature is  $3\frac{1}{4} \times 4$  inches. The price of \$12.50 includes the frame.

Upon advice from you we shall be glad to send the miniature to you or bring it up to our studios where you may see it.

We would appreciate hearing from you.

Cordially yours,

*Paul Oliver*  
Paul Oliver

PO:LG



ARNOLD P. BENSON  
SENATOR  
14TH SENATORIAL DISTRICT  
BATAVIA, ILLINOIS

November 22, 1940.

Miss Margaret C. Norton,  
Archivist,  
Illinois State Library,  
Springfield, Illinois.

My dear Miss Norton:

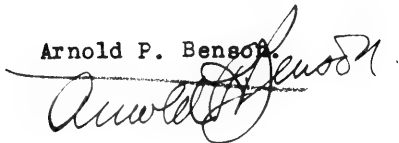
Thanks for your kind letter.  
It is nice of you to write me and I certainly  
appreciate your thoughtfulness.

You may be sure that I shall  
continue to take advantage of the fine receptions  
always available at the Library. I find it one  
of the most interesting places in Springfield,  
and perhaps some of the Kane County visitors will  
bother you during the next four years.

With kind personal regards,  
I am

Very sincerely yours,

Arnold P. Benson.

A handwritten signature in dark ink, appearing to read "Arnold P. Benson", written over a horizontal line.

1841 North Orleans,  
Chicago,  
Sunday.


Dear Miss Norton:

It was indeed a pleasure to see you again; in fact, I would have been definitely disappointed had I missed you. I am sorry that we did not have more time to talk together because there were a lot of things I wanted to tell you. I returned to the hotel the following afternoon and called for you several times but I was, as you know, unable to locate you.

As you probably have heard, Pauline and I have been divorced and I have remarried. I know you will probably be a bit surprised and maybe somewhat upset, as a number of my friends have been. It is all a long story and has many angles. While Patsy was quite the important thing in the whole affair, I feel that everything is all for the best and without being too selfish in the whole matter, personally, I am very happy.

Jan, my wife, is a dress designer; she is twenty-eight, divorced, and has a boy five. She was born in Iowa, grew up in Toledo, went to school in Washington, and spent her late teens in Tulsa. She is a very swell person and I want you two to meet at some time in the near future. We do not have a telephone, but when you are here again, please let us know so that we may get together in some way.

Ever your friend,

  
Alston G. Field

*Personal*

January 13, 1942

Mr. Alston G. Field  
1841 North Orleans  
Chicago, Illinois

Dear Mr. Field:

It seemed like old times to have a little chat with you in Chicago even though we did not have a chance for a visit alone.

Yes, I heard several months ago about your divorce. A divorce is too personal a matter for one to judge though I, like most of your other friends, was surprised and disturbed. I wish you all kinds of happiness in your new marriage.

It will probably be some time before I get to Chicago again but I hope that I will have the opportunity of meeting your new wife before long.

Sincerely,

Margaret C. Norton

MCN:mfh

# WHO'S WHO in Illinois

LARKIN, ROOSEVELT & LARKIN, LTD.  
38 NEWBURY STREET • BOSTON, MASS.

EDITORIAL DEPARTMENT  
38 NEWBURY STREET  
BOSTON

22 January 1942

Dear Miss Norton,

I am enclosing, in revised form, a new draft of your biography as it will appear in the forthcoming edition of "Who's Who in Illinois." Would you be kind enough to check this carefully to make sure that any corrections you made are now in proper form. If any last-minute additions have developed, please indicate them on the margins of the page.

Even if you make no corrections or additions, please cooperate by returning your biography, to make sure that there are no errors. It has become established with us to return typewritten biographies until absolutely correct and up-to-date, owing to the difficulty and costliness of making changes after the material is set in type.

For a short period, you may, if you wish, have the discount of almost 30% by ordering the volume now at the prepublication price of \$10. After publication, "Who's Who in Illinois" will sell in bookstores at \$14. In addition to its authoritativeness and timeliness, you get a volume of inestimable value because it is accurate and complete. In physical makeup, the book is designed exquisitely, and is remarkably practical because of its durability. It will make a very desired permanent addition to your books or library. May we reserve a volume for you now?

For your convenience in returning the biography, a return envelope is enclosed.

Sincerely yours,

Thomas Larkin III



\*

## PUBLIC ADMINISTRATION CLEARING HOUSE

1313 EAST 60TH STREET  
CHICAGO - ILLINOIS

### BOARD OF TRUSTEES

FRANK O. LOWDEN, *Chairman*  
RALPH BUDD, *Vice-Chairman*  
RICHARD S. CHILDS  
FREDERICK M. DAVENPORT  
ROBERT M. HUTCHINS  
GEORGE FORT MILTON  
LOUIS BROWNLOW

LOUIS BROWNLOW  
*Director*

DON K. PRICE  
*Assistant Director*

March 5, 1942

Dear Miss Norton:

The Personnel Exchange of Public Administration Clearing House maintains a file of biographical records on professional and technical personnel in the field of public administration. This is a select file and information from these records is only made available to recognized professional persons in the field of public administration. Information is available upon request to governmental and quasi-governmental agencies seeking persons capable of handling specialized tasks.

I have recently received a request from the War Production Board asking for information concerning persons who would be capable of handling archivist work for that governmental organization and who might be interested and available.

Your name was suggested to me by Mrs. Lucile Keck of our Joint Reference Library. If you care to do so, I would appreciate your completing the enclosed personal history record form and returning it to my office at your convenience.

Yours sincerely,



MacDonal Salter  
Assistant Director

Miss Margaret Norton  
State Archivist  
Springfield  
Illinois

*Personal*

March 9, 1942

Mr. MacDonald Salter  
Assistant Director  
Public Administration Clearing House  
1313 East 60th Street  
Chicago, Illinois

Dear Mr. Salter:

It was very nice of Mrs. Keck and you to think of me in connection with the request from the War Production Board asking for information concerning persons interested in handling the archivist work for that governmental organization. At present I am not interested in making a change because I feel I can be of greater service to my own state where I am than if I were to move to a position which probably would be more or less temporary. However, I am following your suggestion that I fill out a personal history record for your file because, altho I am under Civil Service, you know how uncertain state positions are. Furthermore, I have been here twenty years now and have probably made whatever contribution I can make here so that if something of interest along my line of work should come up I might want to consider a change. The photograph I am sending I realize is larger than you need for your purposes but it is the most recent one I have had taken and the best and I cannot furnish any other at this time. Naturally I would prefer that my references should not be contacted unless a position came up in which I had indicated that I would be interested in considering.

Sincerely,

MCH:MEB  
Enc.

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Archivist

*Per. mail*

March 23, 1942

Miss Kate F. O'Connor  
Federal Wage and Hour Division  
U. S. Department of Labor  
12th Floor, Merchandise Mart  
Chicago, Illinois

Dear Kate:

Mother has sent me a clipping telling of your new position with the Federal Department of Labor. Please accept my heartiest congratulations and best wishes for this promotion. Since it is along the line of work you have been doing so many years I know you will be very happy in your new work.

I am building on a room at my home and I am expecting to move Mother down here in about another month. While Mother is perfectly well and active, we both feel that with the war on we should be together because of increasing difficulties of transportation. She remarked, "Here Kate is taking on a new job when I am giving up housekeeping because of old age". I think for a little while she almost backed down. Whenever you get to Springfield I hope you will look us up. Please pardon my dictating a personal letter but as you know I am a very poor correspondent and do not write letters very much in longhand.

Sincerely,

MON:MEB

---

*John Smith*

April 6, 1942

Miss Jane Hubbell  
Librarian  
Rockford Public Library  
Rockford, Illinois

Dear Miss Hubbell:

Mother has just sent me the clippings telling about your resignation as librarian. I can well understand how, after so many years, you are willing to let someone else take over the extra burdens which the war and Camp Grant impose upon you. It is simply impossible for me to think of the library without you. I hope you will still be coming to the library meetings so we will still see you and I certainly hope that you enjoy your well earned rest. Mother is very fond of Miss Bigelow and I am glad that you had such a capable person into whose hands you could give your beloved library.

I hope to get up for the White Pines library meeting next week. If you or any of your staff would like to drive down to White Pines with me I will have room in my car for two or three extra people and will be glad to take them down and return them to Rockford. I have to get down in time to meet some people coming into Oregon on the Chicago train but do not know exactly when I will have to leave Rockford. If any of you care to go down with me will you please leave word with Mother as to how I can get in touch with you. Her phone number is Main 6606.

Sincerely,

MCN:MEB

---

Archivist



ROCKFORD PUBLIC LIBRARY

ROCKFORD, ILLINOIS

JANE P. HUBBELL  
LIBRARIAN

April 10, 1942

Miss Margaret C. Norton  
Archivist, State Library  
Springfield, Ill.

Dear Margaret Norton:

Many thanks for the good wishes in your recent letter. I am glad you are to attend the District Meeting, so that we may have a little visit. We shall be very glad to have you take two or three people down, because we have promised to take two from Belvidere and Miss Prag from Rockton.

I saw your mother this noon at Stewart's and told her that we would call her Wednesday to make any arrangements necessary. I hope it will be a nice day.

I certainly was surprised to hear about Miss Rogers' marriage but haven't found time to write her yet.

Cordially,

*Jane P. Hubbell*

**Columbia University**  
**in the City of New York**

SCHOOL OF LIBRARY SERVICE

May 11, 1942

To Alumni:

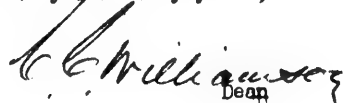
On the basis of figures gathered by the A.L.A. Board of Education for Librarianship, it appears that within the next year there may be a severe shortage of professionally trained librarians. This threatened shortage is due in part, of course, to the induction of men into the armed services, but in no small part also to a 12 per cent decrease in enrollment in library schools this year, with the possibility of an even greater decrease next year.

Professionally-minded and forward-looking librarians have in the past been the chief reliance in keeping up the supply of well-qualified applicants for admission to library schools. It appears to be more important now than ever before for librarians to give serious thought to recruiting for their profession. At the same time we must all be on guard against any possible danger of permitting the present emergency to result in the lowering of standards for admission, or an over-supply of trained workers when the war is over.

This letter is addressed to a selected list of graduates of the School of Library Service and of the "predecessor schools", who would seem to be in a strategic position to help bring into the library schools the necessary additional men and women of superior ability and personal qualifications. Will you please discuss the matter with members of your staff who ought to go to library school, as well as with men and women now graduating from college who might be encouraged to enter library service.

If you will send us the names of such persons, we shall be glad to send them announcements, or we can send you a supply of announcements and application blanks to be distributed.

Very sincerely yours,

  
Dean



Urbana, Illinois

June 26, 1942

Miss Margaret C. Norton  
Archives Department  
Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

You were so kind to us yesterday in showing us your library in such a short time we want you to know how much we appreciate all you did.

Our brief view of your building certainly gave us an insight into what can be done to combine

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beauty and utility. And the work you are doing in care and preservation open new vistas to all of us. It shows us what should be done and what we should all aim to accomplish.

Thank you so much for your courtesy to us and our sincere apologies for keeping you so late.

Sincerely,

Helen Cochrane

Mary Elizabeth Earle

Margaret W. Lewis

Emil Gardner

St. Clair, Missouri

14 July 42

Dear Miss Norton -

(Personal)

When I found  
that I'd be taking an  
Illinois central train to St.  
Louis from Chicago after  
Library Institute, it seemed  
a grand opportunity to  
stop off on way back  
for a visit in Spring-  
field - and I mentioned  
my plan to do so  
to Miss Flint - and asked  
her to let you know -  
But also I forgot about  
mid summer mid day  
heat in Illinois and  
Missouri - mid day is

just not the time  
to rush about trying  
to squeeze a days wait  
into a few hours - So I  
am putting off my  
contingented wait shows.  
day to some cooler  
time and going right  
through to Chicago catch  
my a day train out  
for St. Paul - Sorry  
to miss seeing you -

Regret fully  
Berude Thausnick.  
(Minnesota Historical  
Society)

P.S. Excuse several fountain  
pen completely dry + no ink  
in these agents wilds.



*The Board of Trustees  
and  
The Staff  
of the Decatur Public Library  
invite you  
to a dinner honoring  
Miss Minnie A. Dill  
on the occasion of her  
Fiftieth Anniversary  
at the Decatur Public Library*

*Friday evening, November the Thirteenth  
Nineteen Hundred and Forty-two  
at six-thirty o'clock  
Ballroom, Decatur Club  
Decatur, Illinois*

*R. S. V. P.*

*November 10, 1942*

*Informal*

*Reservations \$1.00*

# REGISTER OF ILLINOIS LIBRARIANS

1891

## PRESENT POSITION

.....Margaret C. Norton.....

Name of position Archivist.....

Library Illinois State Library..... Town Springfield.....

Term of service Apr. 1, 1922--..... Salary Present. \$3600......

Size of library..... Number employed.....

## PREPARATION

High School Rockford High School.....

Date of graduation or length of course 1909.....

College University of Chicago.....

Date of graduation or length of course 1913. Ph.B.; 1914. M.A......

Library School New York State Library School, Albany.....

Regular Course B.L.S...... Date of graduation 1915.....

Summer School..... Year.....

Additional school work done Graduate work in History, University of Chicago......  
1916-20 (ad interim) Fellow in History, 1918-20

Name and length of course.....

## PREVIOUS EXPERIENCE

Library positions held (Give place, library, name of position, and term of service, with dates and salary).

Vassar College Library, 1915-18 -\$900-\$1000 (Asst. Cataloger).....

Indiana State Library, Dept. Ind. Hist. & Archives \$100 per mo. 1918-  
20 (part time, 13 mo. full time altogether) (Calandered MSS.).....

State Historical Society of Missouri, 1920-22. \$1500-\$2000 (Head Cata-  
loger).....

Other positions or occupations, with length of service.....

Taught course on archives at Columbia School for Library Service......  
Summer 1940 (six weeks)

## FOR USE WHEN APPLYING FOR POSITION

Work preferred.....

References.....

.....

Present address.....

March 24, 1944..... Name in full Margaret C. Norton.....

Date.....

Personal

1106 South Second Street  
Springfield, Illinois  
March 13, 1946

Mr. H. V. Main, *Editor*  
The Filing Bulletin  
25 East Jackson Boulevard  
Suite 1215  
Chicago, Illinois

Dear Mr. Main:

I was surprised and pleased on opening my March Filing Bulletin to find that you had reprinted my article on Record Making. Evidently your correspondence was with Miss Helene H. Rogers, the Editor of Illinois Libraries.

This is just a note to say thank you for the recognition you have given me by publishing this article.

Sincerely,

Archivist  
Illinois State Library

men:lk

1105 South Second Street  
Springfield, Illinois  
May 8, 1946

Miss Katherine Turner  
Ward A, Room 172  
Veterans' Hospital  
Batavia, New York

Dear Miss Turner:

I am very sorry indeed to hear that you are back in the hospital again, and I hope it is again and not still, because I believe the last time I heard from you you were in the hospital. I hope this time you will be getting on your feet and soon.

I am referring your request for a position here to Miss Rogers, although I do not think there is very much opportunity, because the very few positions in the State Library now which are not civil service are clerkships, which as you know are appointments by the Secretary of State. Our present Secretary of State has not retained many of Mr. Hughes' appointments.

You would hardly know us now, because Mrs. McFadden is about the only one left on the staff who was here when you were here. Mr. Wetherbee has returned to the Historical Library; Jim LeVine is now out at the Illini Country Club, and Mr. Hansen was let out several months ago; however, since that time he has taken the civil service examination for photographer and passed at the head of the list, so we are hoping to have him back before long.

We are still working full time here, but most of Illinois is having what is called a brown-out, which looks much more like a black-out, inasmuch as manufacturers may use electricity only 24 hours a week, the stores are only allowed to operate from 1 to 4 P.M. and the theatres from 7 to 11 P.M. In addition to the coal strike which affects us here we are having a bakery strike, so that when one tags on to the end of a queue one has to ask whether this is a nylon line, a white shirt line or a bread line. Housing conditions here are as bad as everywhere else. We have had a very beautiful spring, however, although it can hardly be as lovely as the springs which you always have in New York State.

K. Turner  
5-8-46.

-2-

I am dictating this at the office so you will not have to wait too long for a reply, because I simply do not write personal letters any more. I suppose that is because I write so much at the office that I can't force myself to do so at home.

With best wishes, I am

Sincerely yours,

mcn:lk

*Personal*

June 20, 1946

Editor  
Library Service News  
South Hall  
Columbia University  
New York, New York

Dear Sir:

The receipt of the May issue of Library Service News reminded me that I had not reported a news item concerning myself which may or may not be of interest for a future issue.

Shortly after my retirement as President of the Society of American Archivists for the last two years, I was appointed the new Editor for the American Archivist, which is the quarterly professional journal of that Society. My duties started with the July 1946 issue.

Sincerely,

H.Y.S. '15

non:lk

*Personal*

1105 So 24 Street  
Springfield, Illinois  
September 24, 1946

Manager  
Bismarck Hotel  
West Washington St.  
Chicago, Illinois

Dear Sir:

Please reserve a single room with bath for me  
for the night of October 22. I expect to arrive on  
the Alton train, arriving at Chicago approximately  
9:45 p. m.

Sincerely yours,

MCN:fo

*Personal*

1105 So. 2d Street  
Springfield, Illinois  
September 24, 1946

Manager  
Washington Hotel  
Washington, D. C.

Dear Sir:

Please reserve a single room with bath for me during the conventions of the Society of American Archivist, and the American Association of State and Local History.

I expect to arrive in Washington in the early morning of October 24, and to leave approximately 5:30 Saturday, October 26.

Sincerely yours.

MCN:fo



# STATE OF ILLINOIS CLASSIFICATION QUESTIONNAIRE

1. Name Norton, Miss Margaret C  
(Last) (First) (Middle)
2. Place of Work or Headquarters 2d Floor West, Archives Bld  
(Give Exact Location)
3. Department Secretary of State
4. Division, Section Or Other Unit of Dept. Illinois State Library
5. Payroll Title of Position Archivist
6. Usual or Working Title of Position State Archivist
7. Regular daily hours of work: From 8:30 to 5 Hours per week 33 1/2 (see a line) days off Sat. P.M., Sun., Holidays
8. Under the provisions of the State Civil Service Law, is your present position exempt subject to examination \_\_\_\_\_, or under 30 day permit \_\_\_\_\_, certified 1940
9. If your job is part time, seasonal, intermittent, for a limited term, or otherwise broken, please explain Full time
10. Describe below in detail the work you do. Use your own words, and make your description so clear that any one reading it can understand exactly what you do. Either by using hours, days, fractions, or percentages show how your whole working time is used. If you are temporarily filling a position other than your regular one, indicate your present work and also your regular work. Fill in and attach additional sheets if necessary to record all duties performed.

TIME

WORK

See attached sheet

11. Give name and title of person (or persons) who is your immediate superior Miss Helene H. Rogers, Assistant State Librarian

(Do not write below this line)

12. List any equipment operated or used by you in doing your work. Typewriter, Archives Seal, Paper Punch, Wide Staplers, Vault Tables, Book Trucks, Filing Cabinets, Reading Machines, Magnifying Glass
13. Describe fully in what detail your assignments are made to you, stating what form (such as—penciled lay-out, roughdraft, etc.) your work is in when it comes to you, what decisions have already been made for you, what decisions are left to you. Supervision general. Developed by personal conferences chiefly, based upon written reports and memos, oral interviews. All major policy decisions determined by conference
14. Summarize your work as you understand it. To carry out the purposes of a well rounded archival program for the State, being responsible for supervision of the staff assigned to do the work.
15. Who checks or reviews your work? Assistant State Librarian, Miss Helene H. Rogers  
How is the review made? Chiefly through conferences and written memoranda
16. Give the names and titles of employees under your supervision. If you supervise an entire unit, simply give the name of such unit and the number of employees supervised. Archives Division -10

I certify that I have read the instructions, that the entries made above are my own and to the best of my knowledge are accurate and complete.

Date February 6, 1950

Signed Margaret C. Norton  
(Employee)

#### PART II. TO BE FILLED IN BY THE IMMEDIATE SUPERIOR

17. Are the above statements of the employee accurate and complete? (Indicate any inaccuracies or incomplete items) To the best of my knowledge
18. Give your idea of the essential nature of the work and responsibilities of the position and the supervision and attention it requires. See attached sheet A
19. Indicate the qualifications which you think should be required in filling a future vacancy in this position. Keep the position itself in mind, rather than the qualifications of the individual who now occupies it. See attached sheet A
- A. Education and Special Training: Years and kind \_\_\_\_\_
- B. Experience: Years and kind \_\_\_\_\_
- C. Licenses or certificates required. None
- D. What knowledges, abilities, skills, and physical qualifications should incumbent possess? \_\_\_\_\_
20. If the position requires any typing or stenography fill out the following:

	Incidental or Important	% of Time Spent by Employee	Standard Commercial Course Essential to Do the Work?
Typing:	<u>Essential to</u>	<u>10%</u>	<u>No</u>
Stenography:	<u>be able to type</u> <u>Often confidential</u>		

Date February 6, 1950

Signed Helene H. Rogers  
(Certification of Immediate Superior)

#### (TO BE FILLED IN BY THE DEPARTMENT HEAD)

21. Comment on the above statements of the employee and the supervisor. Indicate any inaccuracies. None

Date 6 February 1950

Signed Edmund J. Bennett  
(Certification of Department Head)

ARCHIVIST  
Sheet 2

7. A minimum of 1 hour per day outside office hours spent entertaining official visitors, studying professional literature, writing reviews and articles on archival subjects and working in archival organizations, making speeches on various phases of archival publicity.

10. Under the general supervision of the Assistant State Librarian:

75% 1. Administers the Archives Division, including the State Library's Photographic Unit.

A. Supervises Archives staff.

B. Trains Archives staff. Until very recently there has been no archival training school in this country. This has required a continuous training program, including organized archival courses, for the benefit of the Archives staff. Individual instruction where needed is also given to new members of the staff. We have had one foreign intern, sent by the Government of Brazil.

C. Responsible for and participates in various phases of:

1) Transfer of records to archives and accessioning procedures, including preliminary arrangements, supervision of physical transfer, checking preliminary inventory lists, issuance of receipts, preliminary classification, making of entries in accession record and inventory shelf list.

2) Receive and care for microfilm copies of records deposited with the State Archives for safe keeping and insurance against loss of contents of originals, by federal, State and local governmental agencies.

3) Preparation of records for use. (Including much pioneer experimental work.  
a. "Packing", a technical term which includes arrangement of records in vaults, classification, filing, refiling of records produced for patron use, making of proper identifying labels on folders, volumes, drawers, and location symbols, fumigation, cleaning and repair of records.

b. Making of finding media such as inventories, descriptive guides, calendars, indexes.

4) Servicing of records, including reference work, making of copies for other governmental agencies, State, federal and local. Includes custodianship and use of Archives seal in issuing certified copies.

10. (Cont.)

- D. Supervision over Departmental Vaults in Archives Building to extent of authorizing transfers of specific categories of records to the vaults, issuing keys to clerks authorized by the respective Departments and approving addition and removal of equipment in vaults.
  - E. Enforces regulations for moral and physical protection of records in Archives Building.
- 10% 2. Advisory services to Federal, State and Local Officials on various phases of the creation, care and disposal of records. Also,
- A. Authorized Field Agent of the National Archives, with authority to inspect and advise National Archives as to proposed disposals of federal records which may come to my attention or which the National Archives may request me to investigate
  - B. By law, President of the State Records Commission which makes recommendations to General Assembly concerning proposed destruction of State Records.
  - C. Represents the State Library at hearings on proposed destruction of county records.
  - D. Watches pending legislation affecting records
- 3% 3. Serves as a clearing house for information on organization and development of State administration and records. These continuing studies, at present filling nine volumes, are being used as the basis of the work of the present "Little Hoover Commission" to reorganize State government in Illinois.
- 10% 4. Endeavors to promote interest in better care for records through articles, speeches to civic and governmental groups, tours of Archives Building, exhibits.
- 2% 5. Makes monthly statistical and narrative reports to Assistant State Librarian. Receives similar reports from each member of the Archives staff.

The following duties are not expressed in percentages, since most such activities are undertaken outside of office hours:

- 6. Receives official visitors. For instance, in the last biennium we have been visited by archivists from Peru, Uruguay, Venezuela, Colombia, Brazil, China, Australia and India, as well as several Americans,
- 7. Takes an active part in archival organizations. The national association of archivists is the "Society

10. (Cont.)

of American Archivists. I have been President of this Society twice, a member of its Council, chairman and member of several committees, editor of its quarterly journal The American Archivist and at present am designated one of its two delegates to the International Congress of Archivists to be held August 1950 at Paris, France

8. To keep informed about current trends in archival work throughout the world, and to keep in personal touch with archivists of this and foreign countries.

ARCHIVIST  
Sheet A

18. The preservation of the legal papers of the State with the responsibility of counselling with the various State departments as to the best ways of creating and caring for their records prior to disposal of records, with by transfer to the archives or destruction. As the Archives in Illinois was the first of its type in the nation there was no precedent for procedure. It has been and still is necessary for considerable experimental work to be carried on in this section of the State Library. Because of the importance of county records to State Government, it is useful for us to cooperate with county officials in the care, not only of their older records which are often the only source of information about the beginnings of State government, but also more recent records because of the large number of State-county projects.
- 19A. Ph.D. in Political Science and History plus special training in archival or records administration
- 19 B. At least five years in some recognized State archival agency or the National Archives, of practical work, the last two of which in a general supervisory capacity in a recognized State Archival Agency.

No physical handicaps

Working knowledge of French and at least one other modern foreign language.

Ability to do accurate typing, speed not necessary (much confidential work)

Must like people, be able to work with them and to inspire the staff with an ambitious desire to perfect themselves in their work so as to be eligible for promotion.

Must be able to express himself or herself clearly and forcibly in writing and speaking, and be able to represent suitably the institution on all occasions. Well groomed, in good health, dignified and poised in manner.

*Civil Service*

June 16, 1952

Honorable Edward J. Barrett  
Secretary of State  
State House  
Springfield, Illinois

Dear Mr. Barrett:

We want to thank you for the excellent cooperation we have received from three of your staff members, Miss Helen E. Rogers, Miss Margaret C. Horton, and Mr. Peter F. Heciter.

One of our most difficult problems in connection with administering a training program for State employees is obtaining suitable rooms in which to conduct classes or other training conferences. Miss Rogers and Miss Horton have made available the Archives Conference Room on numerous occasions, and, in addition, have supplied chairs, tables, and other equipment to meet unexpected situations. They have also been helpful in other ways.

Mr. Heciter has helped us find available rooms in the Capitol; on numerous instances has gone to considerable effort to get permission from members of the legislature for us to use these rooms; and has instructed his employees to look and unlock these rooms, provide elevator service, etc.

It is encouraging to find State employees who are helpful and courteous.

Sincerely,

Hank Myers  
President

AMK:MM

cc: Miss Rogers  
Miss Horton ✓  
Mr. Heciter

# PALMER HOUSE

CHICAGO

March 13, 1953

Dear Miss Norton: —

I am writing in the hope that you may be the Margaret C. Norton, daughter of Samuel and Jennie Adams Norton of Rockford, Ill. <sup>Samuel d. 1926</sup> —

I am doing some family research and both Jennie and daughter Margaret C. are mentioned in the will of my husband's great aunt Lilla Irvine <sup>as a cousin</sup> Bachwin. — Jennie living in Rockford and Margaret in Springfield —

I have quite a lot of family correspondence with references to Rockford



# PALMER HOUSE

CHICAGO

and, at this point, have  
the feeling that the  
mother of Jennie Adams  
Norton is a sister of Phoebe  
Belcher Irvine <sup>(1823-1903)</sup> wife of  
William Irvine <sup>(1820-1884)</sup> both born  
-Broome Co. N.Y.

If you should happen  
to be said Margaret S. Norton  
and give me any in-  
formation regarding  
Benjamin and Ann Secor Belcher,  
parents of Phoebe, and, I  
suspect, grandparents of  
Jennie Adams Norton I  
should be most happy.

I shall be anxiously  
awaiting your reply.

Sincerely yours  
Mrs. John Irvine  
4002 N. New Jersey St.  
Indianapolis, Ind.

March 16, 1953

Mrs. John Irvine  
4002 North New Jersey St.  
Indianapolis, Indiana.

Dear Mrs. Irvine:

Yes, I am the daughter of Jennie Irvine Adams Norton who was the first cousin of Lilla Irvine Baldwin. But how did you ever locate me? I left Rockford forty-one years ago and Mother, who died in 1947, left in 1942.

I can give you some information about the Belcher family but not too much, mostly oral tradition.

The children of Benjamin Belcher and Ann Secor Belcher Butler were:

Orville Belcher  
Phoebe Belcher Irvine  
Catherine Belcher (Mrs. Ephraim Greene who died in Rockford about 1909)  
Sarah Belcher (Mrs. Lucius Adams - her husband was a brother of my grandfather Raymond Adams)  
Clarinda Belcher (Mrs. Raymond Adams who died in Rockford in 1910. She was the mother of Jennie Irvine Adams Norton)

Benjamin Belcher was a nephew of the Governor Belcher of Massachusetts, one of the last if not the last Royal Governor. He died in December of 1830 when my grand mother Clarinda was only five months old. His widow Ann Secor married his secretary Benjamin Butler who absconded with all the family wealth. Ann Secor was so disgraced in her own eyes by this that she refused to talk about her early life. She left Rockford where she had been living with the Adams' about 1870, my Mother being only ten years old at the time, never learned much about her.

Mother said that while she could never get her mother or aunts to talk about it, she was under the impression that Ann Secor's father was one of the refugees from the French revolution. My grandfather used to tease my grandmother by calling her his little Dutch girl, to which she always replied, "My mother was French as you very well know." That was all we knew, except that my Aunt "Katty" as we called her was very aristocratic in her way; my grandmother more fun-loving and less dignified had almost a French accent. She always gave the French pronunciation "Raimon" to my grandfather's first name. My Mother was petite and showed some French blood and was always crazy over France and everything French. I thought that she was just romanticizing about the French emigre ancestor, because I knew of no French refuge settlement in southern New York.

Two years ago, in driving East over Route 6 I discovered Azylum, in northern Pennsylvania, a French refugee center about thirty miles from Alleghenon, Pa. where my grandmother was born. Looking up the history of the place the picture seemed to clarify. This

was one of the several refuges planned for Queen Marie Antoinette, and was located in a beautiful hidden valley in the mountains. It was founded by refugees from the French court, financed by their Dutch bankers, some of whom came to America with the French. Napoleon offered amnesty to them and the colony broke up and most returned to France, in 1801 (or was it 1803, my memory is faulty) the year my great grandmother Ann Secor was born in Binghamton. It would sound plausible that her father decided not to return to France in view of the imminent birth of his child, but drifted to Binghamton which would have been the nearest sizeable town.

Here I have lost the trail, because the Pennsylvania archives does not find anyone named Secor. However, they say they do not have a complete list of those who lived at Azyum. It is also possible that he changed his name. Now, you pick it up from there!

I have the Butler family Bible and can give you the birth and, I think, death dates of these children of Benjamin Butler and Ann Secor, and I have a silhouette of Benjamin Butler.

Last summer while I was on vacation some people from Rockford told someone on the staff here that she was a cousin of mine - her mother was a Belcher. I didn't know of any such person, but I don't know how she could have known the name Belcher unless she was one. She must have descended from Orville Belcher my grandmother's brother who died in Rockford when I was a tiny child. I thought he had a daughter, but the family left Rockford and we lost all track of them. I have never pursued this matter further as the relationship would be rather distant. Perhaps I could locate the name from our visitors' register.

As I said before, I may be able to add more later, but am writing this in the first flush of excitement about receiving your letter. Please let me hear from you again.

Sincerely,

MARGARET C. NORTON  
Archivist

August 17, 1953

In Case of an Emergency:

I have no close relatives - second cousins the nearest. Of these I correspond only with the following, who might be notified by letter in case anything happens to me:

Mrs. Lois Helser  
9312 Appleby St.  
Downey, California

Mrs. Robert Walkup  
R.R. # 1  
Lake George, N.Y.

Norman Duffett  
909 James Avenue  
Niagara Falls, N.Y.

Mrs. Eugene Whitney, Sr.  
2000 Linden Boulevard  
Long Beach, Calif.

My physicians are Drs. C.B. Stuart 2-2721  
R.J. Patton 9881 If no answer, 7575

My preference is for Memorial Hospital, Springfield

Bissh Undertaking Co.

My bank is Springfield Marine Bank

My will and instructions for my funeral are there, in  
Trust Department, Robert Saner, Trust Officer

My cemetery lot is in Greenwood Cemetery, Rockford

My church affiliations are St. Paul's Cathedral (Episcopal)

*Margaret C. Norton*

MARGARET C. NORTON  
RR # 3 South Fox Mill Lane  
Springfield

COLUMBIA UNIVERSITY

WHO'S WHO IN LIBRARY SERVICE, 1954

1. Name: NORTON, MARGARET C(ROSS)

Put paranthesis around parts of name not customarily used...

2. Place and Date of Birth: Rockford, Ill., July 7, 1891

3. Married? : No

4. Education:

Rockford College	Attended	1909-12	
University of Chicago	"	1912/13	B.L.S. 1913
"	"	1913/14	M.A. 1914
"	"	1918-20	

Graduate study in non-library field: History

Library School: N.Y. State Attended 1913-18. B.L.S. 1915

5. Honors: See attached sheets

6. Author: "

7. Editor: "

8. Check if you have contributed to periodicals:

Library X

Others X

9. Memberships in professional associations and learned societies including offices held:

American Historical Association

Mississippi Valley Historical Association (Life Member)

Illinois Historical Society

National Association of State Libraries (secretary 1933-38,  
Honorary member)

Cont. on Supplemental Sheet

10. Other professional activities. See attached sheet

11. Fields of professional interest not covered under 12  
See attached sheet

12. Positions held:

Assistant Cataloger Vassar College. Poughkeepsie, N.Y.  
1915-18

Temporary Assistant (Calendarer) Indiana State Library.  
Div. Indiana History and Archives. Indianapolis,  
1918-20

Cataloger State Historical Society of Missouri. Columbia,  
Mo. 1920-22

Archivist. Illinois State Library. Springfield, Ill.  
1922--

13. Is your present position rated as professional by your  
library. Yes

14. Date: Mar. 11, 1954

## Supplemental Sheet

5. Honors:  
Fellowship in American History, University of Chicago,  
1918/19-1919/20
6. Author: Illinois Census Returns. 1910, 1918 (Ill. Hist.  
Library. Historical Collections. c1935. vol.24)  
Illinois Census Returns. 1920 (Ill. Hist. Library.  
Historical Collections. c. 1934. vol. 26)
7. Editor.  
National Association of State Libraries. Proceedings.  
1933-38  
The American Archivist. 1946-49  
Column: Illinois Archival Information, in Illinois Libraries  
1939--
9. Memberships in professional associations: (Cont.)  
Society of American Archivists (President 1944-45; member  
Council 1938-42; Editor 1946-49; Delegate to 1st Inter-  
national Council of Archivists, Paris, France, 1950; Honorary  
Member 1952)
10. Other professional activities:  
Consultant on Archives, State of N.Y. Commission 1949-50  
Consultant on Archives and Library Building, Tennessee  
State Library, 1951  
Consultant, Historical Records Survey of W.P.A. 1936-41
11. Fields of professional interest: Archives and History

See last page -

STATE OF ILLINOIS  
William G. Stratton, Governor  
DEPARTMENT OF PERSONNEL

## POSITION DESCRIPTION QUESTIONNAIRE

Questionnaire Number 8

1. Name of Employee <b>Norton, Margaret C.</b>	2. Present title and pay grade of position <b>Archivist 440-550</b>	3. Present monthly salary or hourly wage rate <b>495</b>
---	--	---

**SPECIAL NOTE:** Before beginning to fill out this questionnaire, read the accompanying instructions and suggestions about preparing your answers and describing your position as provided under the respective items.

### THE FOLLOWING ITEMS TO BE FILLED IN BY (OR FOR) EMPLOYEE

4. Name of Department and Division <b>Secretary of State State Library Archives Division</b> <small>(Department) (Division or Section)</small>	5. Give location of your office or place of work <b>State Archives Bldg.</b> <small>(City or Town)</small>	6. Give the usual office or working title of your position as known in your dept. <b>State Archivist</b>
--	--	---

7. Give the name and title of the person from whom you ordinarily receive instructions and who assigns, supervises and passes upon your work:

(a) **de Lafayette Reid, Jr.** (Name of immediate supervisor) (b) **Assistant State Librarian** (Payroll title of immediate supervisor)

8. Indicate whether your position is ☒ Full-time ☐ Part-time ☒ Permanent ☐ Temporary or Seasonal

Explain the same in the following: **Civil Service**

9. Duties and Work Performed. Describe in detail the main duties and work that you perform, describing each of these in a separate numbered paragraph. Begin with the kind of duties and work that normally take most of your time and that represent the most important common regular duties of your position. Then describe your duties and work that are infrequent or special assignments, entering such infrequent or special assignments last.

Use simple non-technical words to describe the duties and work performed by you, stating specifically what you do, with what machinery or equipment it is done, and the purpose of each part of the position so that the classification analyst will understand what the significant duties are and their full significance.

In the column at the left side, give your best estimate of the percent of your total working time that is normally taken up by each kind of duty or work described.

Per Cent of Time	As head of the Archives Division I have the following administrative responsibilities: make budgetary recommendations; expend appropriations; make job specifications for staff; supervise the training and work of the staff
25	I formulate policies and make and execute long and short range plans
10	I write monthly, biennial and special reports; compile brochures and staff manuals; write articles for professional periodicals; conduct the column "Archival Information" in Illinois Libraries; write or suggest publicity for archives; plan exhibits; address civic and other groups
2	I watch legislation affecting records during General Assembly sessions; initiate legislation, lobby for and against bills; speak before legislative committees
1	I issue certified copies of records in the Archives; take documents to Court upon subpoena
14	I do certain technical work in person, calling upon staff members for clerical assistance, such as: Allocating vault service; assign and check mail reference, usually answering letters on archival technique or requiring special knowledge of the collection; review and sign all outgoing mail; make finding aids, particularly catalog entries; do research in the history of state administration
8	I give consultation service to other State officials, to local officials, to institutions and individuals on manuscript and records problems
8	I am chairman of the State Records Commission which has jurisdiction over all destruction of State records

**ITEMS TO BE FILLED IN BY (OR FOR) EMPLOYEE (Continued)**

10. Describe any occasional and/or limited assignments given to you.  
 Have given courses on Archives and Records Administration both at Springfield and at Columbia University. Served as archival consultant to states of N.Y. and Tennessee. (d) Have held various offices and have served on committees & in editorial capacities in archival, historical & library organizations.
11. Supervisory Duties. If you have supervision of others, give the name of the division or section and the extent of such supervision and the general character of the work and activities supervised by you.  
 Head of Archives Division. General supervision over work and training of all members of the Archives staff
12. Indicate your hours of work: from 8:30 A. to P.M. (a) Week days: from 8:30 A. to 5 P.M., alternate weeks  
 (b) Saturdays: from 8:30 A. to 12 N. (c) Sundays: from to ;  
 (d) Total regular working hours per week 33 1/2
13. Indicate the supplies, uniform or equipment or other items, if any, which you furnish while performing the duties of your position at your own expense.  
 Entertain visiting foreign and American archivists (This includes meals and furnishing private care for sightseeing -)
14. List any office or field equipment and machinery which is operated, or used by you in your work, giving the name, type and other description of such equipment and machinery.  
 Remington Typewriter
15. List the allowances, if any, which you receive in addition to your base salary. If none, state none.
- (a) Number of meals per day for self (b) Room for self, describe size and location  
 (c) Meals per day for self and family  
 (d) Housing for self and family, describe (e) Kind and average cost of uniforms for self  
 (f) Payment for use of personally owned automobile 7 c. per mi Use of state owned automobile  
 (h) Other allowances Expenses to professional conventions and when out of city on office business
16. List the titles or types of the forms or records regularly used by you in performing your work.
- (a) 3 receipt forms (b) 3 certified copies forms  
 (c) 1 accession record form (d) 1 applications to St. Rec. Com.  
 (e) 1 inventory form (f) 3 reference room forms  
 1 requisition, Photo, Laboratory
17. I certify that I have read the instructions and that the answers are my own and are accurate and complete.

Signed Margaret C. Norton  
 (Signature of Employee)

November 19, 1956  
 (Date)

**REMARKS**

18. SPECIAL NOTE. Describe any other phase or features of this position supplementing the information included in this questionnaire. Include such comments on a supplementary record to be attached to this questionnaire, if additional space is required.

I am retiring in the spring of 1957. My successor will combine the archives work with the records management program.



# DESCRIPTION OF MINIMUM QUALIFICATIONS AND REQUIREMENTS FOR THIS POSITION

## TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

**Special Note to Supervisor.** Enter in the following your opinion of the minimum qualifications and requirements which would enable an employee to successfully perform the duties of this position.

In case you have more than one position under your supervision having similar duties and responsibilities, enter your opinion and information for the position on one questionnaire only and refer to the other similar positions by entering under item 26 in each questionnaire, the present titles and the questionnaire numbers of the similar positions.

19. Indicate in what respects, if any, the statements of the specific duties and responsibilities and supervision are not sufficiently or accurately described by the employee who filled in this questionnaire under the existing organization and procedures.

20. Education, Experience and Training Requirements. Indicate the qualification and requirements for successful performance which in your opinion should be required in filling a future vacancy in this position. Keep the position itself in mind and not the qualifications of the present incumbent.

- (a) Minimum formal education: **At least two years of graduate work in social services or public administration**  
 (b) Specialized training: **Course at graduate level in both archival & Records Management**  
 (c) Experience, years and kind: **6 in field of Archives, including at least 2 years in field of records management & at least 2 years administrative**  
 (d) Knowledge of: **Principles of archival and records management techniques; Fl. history documents**  
 (e) Licenses, certificates or **None**  
 (f) Personal relationships, ability to get along with others: **Absolutely essential**  
 (g) Other abilities required for successful performance: **Ability to write and do public speaking**  
 (h) Training period required for a new employee possessing the necessary qualifications listed above: **3-6 months**

21. Supervision Received. Describe the nature, frequency, and detail of supervision received by employee whose name appears on this position description questionnaire. Describe the extent that the work of this position is reviewed, checked and evaluated.

**Although State Archives organizationally is a part of State Library, its internal operation is different from and practically autonomous from the Library; budget of two is included together, though practical separation provided in supporting figures. Major policy matters reviewed and approved by Secretary of State.**

22. Fundamentals. Describe the nature, frequency, and detail of technical or functional assistance available to this position.

23. Responsibilities.

- (a) Supervision Exercised: Total number of positions supervised.....**15**.. Indicate approximate per cent of time spent in supervising employees or time spent on duties directly connected with supervision.....**65**.....%. Indicate the number and titles of positions directly supervised.

Number of  
Positions

Position Title

Number of  
Positions

Position Title

**All Archives and Records Management Staff**

- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling of materials or products.

**Primary Responsibility**

- (c) Machinery and equipment: Describe the responsibility for the operation, use and repair of machinery and equipment, indicating the type, size or kind and the approximate value of same.

**Primary responsibility for the million dollar archives plant and for biennial budget estimates for department.**

- (d) Money: Describe the responsibility for and access to cash, checks, stamps, etc. indicating the approximate value of same handled each month, or the average amount to which access is afforded.

**Little money handled by department; chiefly fees for photographic and certified copies.**

- (e) Records and Reports: Describe the responsibility for records and reports, indicating the kind of records or reports in descriptive terms.

**Responsibility for forms used by department; monthly biennial and special reports.**

23. Responsibilities: (continued)
- (f) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the department; indicate the type and importance of persons contacted.  
Daily contacts within and outside department with top officials of departments, department records liaison personnel and others in department\*.
- (g) Policy and Methods: Describe the responsibility for application, interpretation, development and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval of higher authority required.  
Primary responsibility for application, interpretation, development, and enforcement of policy relating to archival and records management\*\*

24. Mental and Physical Characteristics: Check the following when applicable:

- (1) Exercise of independent judgment: Little or none..... Some..... Considerable..... Extensive.....  
Extensive.....
- (2) Analysis Required: Little or none..... Some..... Considerable..... Extensive.....X.....
- (3) Initiative Required: Little..... Some..... Considerable..... Extensive.....X.....
- (4) Knowledge Required: General knowledge of work..... Intensive General Knowledge.....X.....  
General professional knowledge.....X..... Highly technical knowledge.....X.....
- (5) Complexity of Work: Simple routine..... Many procedures used..X.....  
Simple Computation..... Complex Computation.....X.....
- (6) Decisions made and problems: Minor..... Important..... Major Decisions.....X.....
- (7) Attention Required: Little..... Normal..... Continuous close.....X.....
- (8) Concentration Required: Little..... Frequent, short periods.....  
Occasional, short periods..... Sustained, long periods.....X.....
- (9) Accuracy Required: Normal..... Above Average..... Exceptional.....X.....
- (10) Physical Effort and Strength Required: Little or none..... Some.....X..... Considerable.....

25. Work Hazards and Unusual Working Conditions

- (1) Unavoidable Hazards: Describe the accident and health hazards present on the job even though all reasonable safety precautions are taken. ....None.....
- (2) Frequency of Exposure to Hazardous Conditions:  
Rarely...X..... Intermittent..... Frequent..... Continuous.....
- (3) Severity of Injuries or Illness Which May Occur:  
Minor...X..... Moderately Serious..... Serious..... Critical.....
- (4) Surroundings: Describe any continuing regular condition which makes the job disagreeable, dirty or uncomfortable. ....None.....

26. Indicate any other position or positions under your supervision having duties of similar kind and responsibility, giving the present classification and number (how many) of such positions. (Example--6 clerk-typists, grade 4).

None

27. Signature of Immediate Supervisor.

I certify that I have read the instructions and that to the best of my knowledge and belief the information on the duties and requirements is accurate and complete.

Signature of Immediate Supervisor

Title of Immediate Supervisor

Date

TO BE FILLED IN BY DEPARTMENT HEAD OR HIS AUTHORIZED REPRESENTATIVE

28. Comments on Description of Duties and Requirements, Indicate in what respects, if any, the above statements on the duties and responsibilities and requirements are not sufficiently or accurately presented to reflect conditions under existing organization and procedure. If necessary, extend comments under Remarks or on separate sheet.

accurate

29. Signature of Department Head.

I certify that to the best of my knowledge and belief all the information on the duties and responsibilities of the employee and the immediate superior are accurate and complete as they relate to employment in my department.

Signature of Department Head

Title of Department Head

Date

Remarks and Supplementary Data:

RECORD OF REVIEW

Reviewed by..... Date..... Revision by..... Date.....

Approved by..... Date..... Approved by..... Date.....

23. f. \*concerned with any aspects of archives and records management.
- g. \*\*~~progr~~ ~~ass~~. Consult with Assistant State Librarian for subjects concerning budget. For major policy decisions approval of Secretary of State necessary.

# DESCRIPTION OF MINIMUM QUALIFICATIONS AND REQUIREMENTS FOR THIS POSITION

## TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR

**Special Note to Supervisor.** Enter in the following your opinion of the minimum qualifications and requirements which would enable an employee to successfully perform the duties of this position.

In case you have more than one position under your supervision having similar duties and responsibilities, enter your opinion and information for the position on one questionnaire only and refer to the other similar positions by entering under item 26 in each questionnaire, the present titles and the questionnaire numbers of the similar positions.

19. Indicate in what respects, if any, the statements of the specific duties and responsibilities and supervision are not sufficiently or accurately described by the employee who filled in this questionnaire under the existing organization and procedures.

20. Education, Experience and Training Requirements. Indicate the qualification and requirements for successful performance which in your opinion should be required in filling a future vacancy in this position. Keep the position itself in mind and not the qualifications of the present incumbent.

(d) Minimum formal education: **At least two years of graduate work in social services or public administration. Course at graduate level in both archival and records management techniques. - 6 in field of Archives, including at least 2 years in field of record management %**

(e) Licenses, certificates or registration required: **at least 2 years administrative**

(f) Personal relationships, ability to get along with others: **None Absolutely essential**

(g) Other qualifications required for successful performance: **Ability to write and do public speaking. management techniques: Ill. history desirable.**

(h) Training period required for a new employee possessing the necessary qualifications listed above: **3-6 months**

21. Supervision Received. Describe the nature, frequency, and detail of supervision received by employee whose name appears on this position description questionnaire. Describe the extent that the work of this position is reviewed, checked and evaluated.

**Although State Archives organizationally is a part of State Library, its internal operation is different from and practically autonomous from Library. budget of two is included together, though practical operation provided in supporting figures. Major policy matters reviewed and approved by Secretary of State.**

22. Functional Assistance Received. Describe the kind of technical or functional assistance available to this position.

23. Responsibilities.

- (a) Supervision Exercised: Total number of positions supervised: **15** . . . . . Indicate approximate per cent of time spent in supervising employees or time spent on duties directly connected with supervision: **85** % . . . . . Indicate the number and titles of positions directly supervised.

Number of Positions	Position Title	Number of Positions	Position Title
	<b>All Archives and Records Management Staff</b>		

- (b) Materials or Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling of materials or products.

**Primary responsibility**

- (c) Machinery and equipment: Describe the responsibility for the operation, use and repair of machinery and equipment, indicating the type, size or kind and the approximate value of same.

**Primary responsibility for the million dollar archives plant and for biennial budget estimates for department.**

- (d) Money: Describe the responsibility for and access to cash, checks, stamps, etc., indicating the approximate value of same handled each month, or the average amount to which access is afforded.

**Little money handled by department; chiefly fees for photographik and certified copies.**

- (e) Records and Reports: Describe the responsibility for records and reports, indicating the kind of records or reports in descriptive terms.

**Responsibility for forms used by department; monthly biennial and special reports.**

23. Responsibilities. (continued)
- (f) Personal Contacts: Describe the purpose and frequency of personal contacts with others, both within and outside of the department; indicate the type and importance of persons contacted.
- Daily contacts within and outside department with top officials of departments, department records liaison personnel and others in department.**
- (g) Policy and Methods: Describe the responsibility for application, interpretation, development and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval of higher authority required.
- Primary responsibility for application, interpretation, development and enforcement of policy relating to archival and records management.**

24. Mental and Physical Characteristics: Check the following when applicable:
- (1) Exercise of independent judgment: Little or none..... Some..... Considerable..... Extensive.. **X**.....
- (2) Analysis Required: Little or none..... Some..... Considerable..... Extensive. **X**.....
- (3) Initiative Required: Little..... Some..... Considerable..... Extensive..... **X**.....
- (4) Knowledge Required: General knowledge of work..... Intensive General Knowledge..... **X**.....  
General professional knowledge..... **X**..... Highly technical knowledge..... **X**.....
- (5) Complexity of Work: Simple routine..... Many procedures used.....  
Simple Computation..... Complex Computation..... **X**.....
- (6) Decisions made and problems: Minor..... Important..... Major Decisions..... **X**.....
- (7) Attention Required: Little..... Normal..... Continuous close..... **X**.....
- (8) Concentration Required: Little..... Frequent, short periods.....  
Occasional, short periods..... Sustained, long periods. **X**.....
- (9) Accuracy Required: Normal..... Above Average..... Exceptional..... **X**.....
- (10) Physical Effort and Strength Required: Little or none..... Some. **X**..... Considerable.....

25. Work Hazards and Unusual Working Conditions
- (1) Unavoidable Hazards: Describe the accident and health hazards present on the job even though all reasonable safety precautions are taken. ....
- (2) Frequency of Exposure to Hazardous Conditions:  
Rarely..... Intermittent..... Frequent..... Continuous.....
- (3) Severity of Injuries or Illness Which May Occur:  
Minor.. **X**..... Moderately Serious..... Serious..... Critical.....
- (4) Surroundings: Describe any continuing regular condition which makes the job disagreeable, dirty or uncomfortable. **None** .....

26. Indicate any other position or positions under your supervision having duties of similar kind and responsibility, giving the present classification and number (how many) of such positions. (Example--6 clerk-typists, grade 4).  
**None** .....

27. Signature of Immediate Supervisor.
- I certify that I have read the instructions and that to the best of my knowledge and belief the information on the duties and requirements is accurate and complete.
- .....
- Signature of Immediate Supervisor Title of Immediate Supervisor Date

**TO BE FILLED IN BY DEPARTMENT HEAD OR HIS AUTHORIZED REPRESENTATIVE**

28. Comments on Description of Duties and Requirements, Indicate in what respects, if any, the above statements on the duties and responsibilities and requirements are not sufficiently or accurately presented to reflect conditions under existing organization and procedure. If necessary, extend comments under Remarks or on separate sheet.  
**Accurate** .....

29. Signature of Department Head.
- I certify that to the best of my knowledge and belief all the information on the duties and responsibilities of the employee and the immediate superior are accurate and complete as they relate to employment in my department.
- .....
- Signature of Department Head Assistant State Librarian Title of Department Head 21 March 1957 Date

Remarks and Supplementary Data:

**RECORD OF REVIEW**

Reviewed by..... Date..... Revision by..... Date.....  
Inspected by..... Date..... Approved by..... Date.....

## Founder Of State Archives Resigns

Miss Margaret C. Norton, Illinois' first archivist, internationally recognized as one of the outstanding members of her profession, will retire effective April 15. Secretary of State Charles F. Carpenter, state librarian, announced today.

Miss Norton was appointed to the newly established position on April 1, 1922, by the late Secretary of State Louis L. Emmerson, and has served under six secretaries of state, including Mr. Emmerson, William J. Stratton, Edward J. Hughes, Richard Yates Rowe, Edward J. Barrett and Mr. Carpenter.

In accepting her resignation, Secretary Carpenter praised Miss Norton particularly for her work in connection with the records management program, writing to her that "were it not for your good work that program might never have been inaugurated in Illinois."

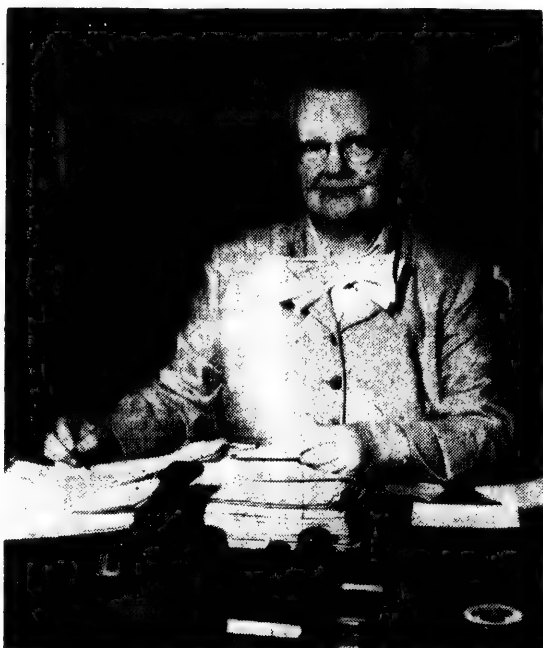
"The records management program is turning out just as you predicted it would—one of the best programs the state of Illinois ever inaugurated," he wrote. "I am confident that the state will benefit down the years because of that fine program."

Miss Norton has twice been president of the Society of American Archivists, and in 1950 was one of its two delegates from the entire nation to represent the society at the first International Congress on Archives held in Paris, France. For one term she was editor of the society's publication, the "American Archivist." For several years she was secretary-treasurer of the National Association of State Libraries.

As archivist, Miss Norton has been, by law, chairman of the state records commission since it was established in 1943. This is the group which has exclusive jurisdiction over the destruction of state records no longer considered worth keeping.

The Illinois archives program as it has developed under Miss Norton's direction, and the Archives building are known throughout the world and have attracted professional visitors from all parts of the globe.

There was little resembling a state archives when Miss Norton arrived in Springfield. Secretary of State George H. Harlow, who served from 1873 to 1881, was the first to recognize the importance of preserving records and had created the department of archives and index to keep the records of his office.



This department evolved into the present index division. Records of the offices of other state officials were widely scattered.

The state was especially anxious to locate the governor's letter book for 1823, which contained evidence that the state had forwarded to the federal government the Post and Paul survey map of the Illinois and Michigan canal route.

Within a month after her arrival, Miss Norton found it in a sub-basement vault under the east steps of the Capitol building in an area which was used as a depository for sweepings. Enrolled laws, liberally interspersed with cigaret butts, were also there.

In a sixth floor attic room she noticed a package protruding from a ventilator. She climbed a rickety ladder, extracted the package and, upon opening it, found the official territorial census of 1818, the census which was taken to prove that Illinois had sufficient population to become a state. It contained the names of all heads of families living in the territory.

In a vault in the office of the department of registration and education she found the records of General Assembly actions during the period when Abraham Lincoln was a member. This was a particularly valuable find, because all papers bearing the signatures of Lincoln and Stephen A. Douglas had been removed from Illinois records known to exist at that time.

There was no concrete floor in the basement of the capitol building then, and dust was four inches deep. Miss Norton wore a black smock and tied up her hair to give some degree of protection, but she still waited until others in the building had left for the day before emerging to clean up. During those searching excursions, she went armed with a piece of lead pipe to bang on various objects to discourage the "largest rats I have ever seen," who resented her intrusion.

Miss Norton was born and reared in Rockford. She earned her bachelor's and master's degrees in history at the University of Chicago and held a fellowship in history at that university. She is a graduate of the old New York state library school, now a part of Columbia university.

She was employed in the Vassar college library, the department of Indiana history of the Indiana state library and the State Historical society of Missouri before taking the position of archivist of Illinois. She also taught archives at Columbia university during one summer session.

Miss Norton is an honorary member of both the Society of American Archivists and the National Association of State Libraries; a member of the American Historical association and served on its public records commission, which was the predecessor of the Society of American Archivists; a member of the Illinois Historical society; a life member of the Mississippi Valley Historical association; a

member of the Association for State and Local History and Zonta International; a past matron of Abraham Lincoln chapter, Order of Eastern Star. She is the author of many articles on archives for professional publications.

Miss Norton plans to tour Europe this fall and will reside in Springfield upon her return.

NORTON, MARGARET CROSS--SEARCH FOR SUCCESSOR TO, NOVEMBER 1955-  
JANUARY 1956

November 3, 1955

Dean Ernst Posner  
School of Social Sciences and  
Public Affairs  
The American University  
1901 F. Street, N.W.  
Washington 6, D.C.

Dear Ernst:

We have let the contract for the records management survey of the State government of Illinois to the National Records Management Council, and they will start work next week.

As you know, I am planning to retire in the spring of 1957. Since this Survey is going to result in certain very important policy decisions for the archives, I feel that these decisions should be made on the recommendation of my successor. Mr. Carpentier, the Secretary of State, agrees with me that we should try to get him on the job some time before I leave. We are going to have to employ a liason officer from the Survey funds and Mr. Carpentier suggests that this liason officer might well be someone we could try out for the job of archivist. If he did not work out, we could retain him as records management officer or even drop him, but of course we hope to find the right person. I will have to serve in the capacity of liason officer until that person could get on the job, which isn't too good. This proposal seems good because the person we would want would not consider my present salary but we could pay the proper sum for the records liason officer and then match our next budget to it.

Can you suggest persons we might approach? I would like David Dunaway but he is not too anxious to come because he wants more money (he gets more than I do now) and wants us to pay moving expenses which we cannot do. I had thought of Frank Burton of North Carolina and Mary Givens Bryan of Georgia but I do not know the academic background of either nor whether they would be interested. Mr. Carpentier suggested that I write to Wayne, but poor Wayne has lost so many that way that I hesitate to write to him. Do you know of any promising young men in the National Archives or who have taken your courses at the University? I wish this could have come up sooner, but you know how it is - one has to work people into the mood and let them think they got the idea first.

Love to Kathe.

Sincerely,



November 3, 1955

Mr. Roger H. Mc Donough, Director  
Division of State Archives and Library  
State Department of Education  
Trenton, N.J.

Dear Roger:

You did not send anyone to the meeting of the Society of American Archivists last month so I suppose you have not yet found your archivist.

As you know, I am retiring in the spring of 1957 and we are on the prowl looking for my successor. One of our big problems of course is that our salaries here, being tied to library salaries, are scorned by archivists. However, we think we have a solution to that at last. We have just let a contract for a records management survey of the State to the National Records Management Council. In connection with that we are going to hire a liaison officer out of the Survey funds, and this seems an opportunity to get the future archivist on the job at a satisfactory salary, then to continue that in our next budget for the archives. I realize the time element is working against us, but you know how those things go - they have to be worked up to in a manner that they will go through.

While you were seeking an archivist did you find any likely young men in the field, competent and ready for a change? If so, we would much appreciate suggestions, not only as to persons, but problems you came up against in your search.

Helene Rogers was not able to come back the first of September as she hoped to do up to the last minute. De La Fayette Reid has been made Acting Assistant State Librarian and I think is the person who will get the job in name as well as in practice. I have not seen Helene since the first of September, writing her a note instead of going to see her just then. I telephoned the other day and she made an excuse for not seeing me then - probably one of her bad days or something. I understand she took it very hard, but is not bitter towards anyone. Knowing her, she will work out of it. I don't know anyone for whom such an illness would have been more of a tragedy. One cannot bear to think of her ability laid low.

By the way, what is your salary scale? I see to have mislaid the announcement of the exam.

Sincerely,

MARGARET C. NORTON  
Archivist

THE AMERICAN UNIVERSITY

WASHINGTON 6, D. C.

GRADUATE SCHOOL  
1901 F STREET, NORTHWEST

STERLING 3-4940

November 16, 1955

Miss Margaret C. Nerton  
Chief, Archives Section  
Illinois State Library  
Springfield, Illinois

Dear Margaret:

Thank you for your letter of November third. I think that, all things considered, the National Records Management Council is preferable to the other competitors.

It surely is a good idea to bring your future successor in at this time and I would like to be as helpful as possible in the matter. The problem you face points up a situation that has bothered me a great deal, namely that we do not have a placement service of any kind. We are trying to set one up in the Secretary's office as you will see in the next issue of the American Archivist, hoping that it is a step in the right direction.

It is too bad that David Dunaway does not want to come to Illinois. Frank Burton had to leave the Department of Archives and History in Raleigh and should not be considered a candidate. Mary Bryan, who has an A.B. degree, has a lot of drive and enthusiasm, but I am afraid she cannot fill your shoes. Here are some suggestions in the order of my own preference:

1. Santen, Vernon B., Senior State Archivist, Division of the Budget, New York State Executive Department, Albany, New York. A.B., M.A. One of the very best men in the field.
2. De Puy, LeRoy B., Chief, Records Administrative Section, Regional Office, Internal Revenue Service, Omaha, Nebraska. B.A., M.A. Formerly with Pennsylvania State Archives.
3. Merritt, Howard Allen (Jr.), Assistant Archivist, State Historical Society of Wisconsin, Madison 6, Wisconsin. Probably M.A.

November 16, 1955

4. Liljequist, Orval O., Librarian, Municipal Reference Library, Milwaukee, Wisconsin. B.A., M.L.S., M.A. History. He is now the Municipal Archivist of Milwaukee.
5. Mink, James V., Assistant University Archivist, University of California. M.A. A younger man, very likeable and effective.
6. Hagerman, Marion W. (Miss), Documents Librarian, Oregon State Library, Salem, Oregon. An excellent person, formerly Executive Assistant, Office of the Saskatchewan Archives, University of Saskatchewan. She has not been in archives work for a number of years, but she is worth considering. I think that by now she has her American citizenship.

All of the above I had in my Institute at one time or another and I know them well. I have not had time to run through the National Archives roster, but thought I should get this off to you without too much delay. The trouble with the National Archives people is, of course, that the high grade persons draw salaries in excess of what they would get in a State and that the younger ones do not have a broad enough experience to qualify for State positions, in my opinion at least.

Kate joins me in sending you our best.

Sincerely,



Ernst Posner, Dean  
Graduate School

EP/jk

Burninway,

Santen, Vernon B. -

sr. st. arch., Dir. of Budget, N.Y. St. Exec. Dept., Albany. A.B., M.P.

One of the very best men in the field

De Puy, E. Ray B.

Chief, Records Administrative Sect., Regional Office, Internal Revenue Service, Omaha, Neb.

A.B., M.A.

Formerly with Pa. archives

Meritt, Howard Allen, Jr.

Asst. Archivist, St. Hist. Soc. Wisconsin

Madison 6, Wis.

Probably M.A.

Siljquist, Orel D.

Libr., Municipal ref. lib., Milwaukee, Wis.

B.A., M.L.S., M.A. Hist.

Now municipal archivist of Milwaukee

Wink, James V.

Asst. Univ. Archivist, U of Calif.

M.A., younger men, very likeable and effective

Hogeman, <sup>Wm</sup> Marion W.

Does libr. on St. Hil, Salem, Ore.

Excellent person, formerly Executive Asst., Off. of the Seashore

Archives, U of Sash.

Not in archives work for a no of yrs but worth considering. Probably

has Am. citizenship

All in Inst

Don't consider Burton or Bryan

Mr. Donnell

Maynard Bickford  
Madison, Wis.

Philip Mason  
Mich.

BLIND COPY TO MICHAEL C. RORTON

November 19, 1955

Mr. deLafayette Reid, Acting Assistant State Librarian  
Illinois State Library  
Centennial Building  
Springfield, Illinois

Dear Mr. Reid:

I have your letter dated November 14th, stating the request of the Hon. Charles F. Carpentier, for a survey of the salary paid to the archival official in several of the states which have archival activities or departments.

The salary, at present, of the Georgia archivist or State Historian and Director of the Department of Archives and History is set at \$5,000 annually. I might add that in Georgia the State Historian and Director of the Department of Archives and History has one non-archival function which states that the archival official must compile for publication every two years or biennium GEORGIA'S OFFICIAL AND STATISTICAL REGISTER. This is always a tremendous undertaking, and the archival official must take all the adverse criticism that goes with such a publication! The Departments often disagree among themselves as to how their Department or agency should be written up, and who should or should not be included. In other words, it is humanly impossible to please them all, therefore I have to take the burden of such criticism. If one didn't have faith in God, one would spend many sleepless nights! Georgia's Secretary of State, Administrator for the Archives and History Department, is the official who is charged with appointing the Director of Archives for six year terms, and setting the salary. Our present Secretary of State, Honorable Ben W. Fortson, Jr., is by no means satisfied with the present salary because of the extra duties of compiling the REGISTER. He hopes to increase the salary to \$6,000 within the next several years if he can get the Legislature to go along with him.

I have 12 employees in the Department, including the Microfilming Division and Laminating Division. All employees are clerical and technical help, and I have no assistant archivist with archival training, named in the law. All salaries of employees range between \$3,000 and 4,500 under the archivist. I usually list employees as 12 plus because during the period of compilation of the Register, proof-reading and indexing, I am provided with extra help - typist and proof-reader.

I hope I have adequately explained Georgia's situation. Please treat this letter as confidential.

Sincerely yours,

*Mary Givens Bryan*  
(Mrs.) Mary Givens Bryan, Director

1516 Peachtree, N.W., Atlanta.

Georgia Department of Archives and History



State of New Jersey  
DEPARTMENT OF EDUCATION  
STATE HOUSE ANNEX  
TRENTON 7

DIVISION OF THE STATE LIBRARY,  
ARCHIVES AND HISTORY

November 23, 1955

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

Dear Margaret:

I owe you an apology for not having answered your letter some weeks back. Quite frankly, I have delayed until our own situation permitted me to give you more precise information. In addition, there have been a couple of interviews that I thought might provide some data concerning your specific request for likely candidates for your archival set up. As you suspect, I have been working hard on this problem and Civil Service is now about to hold an examination for the Head of our Bureau of Archives and History. This is the job that used to be pegged at the Supervisor of Public Records level (\$5220-\$6440). The bureau head will be in the range of \$6900 to \$8400. I have asked the state to set up the new post of Records Analyst in the 1956-1957 fiscal year at a salary of \$5220 to \$6440. Whether I will be successful in this, I do not know.

One of the promising young men I interviewed in Chicago a week or so ago, is Maynard Brichford from Madison. He is looking for a change because apparently he is not in a position to be promoted readily because of the limited opportunity in a relatively small unit set up. He has had good experience in the records field, particularly in working with the various municipalities in Wisconsin, and he comes well recommended by Dr. Posner. He is young, 29, but looks promising. Another man I did not meet but who comes very well recommended by the records administrator of Michigan, is Mr. Philip Mason. These two individuals are the most likely of the young crop that I encountered. The number one man I wanted, Albert Leisinger from the National Archives, has now been promoted there, and hence has withdrawn his candidacy.

\* Mr. John E. Miller

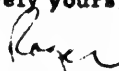
Miss Margaret C. Norton  
Archivist-Illinois State Library

-2-

Nov. 23, 1955

It is hard for me to realize that you are retiring and that Helene is not likely to come back to the State Library in an active role. I hope sincerely that these changes, which appear to be inevitable, will not mean any lessening in the high quality of state library service Illinois has been receiving these many years. Do let me know if I can be of any further assistance.

Sincerely yours,



Roger H. McDonough  
Director

McD/lp



619 St. Claire Drive  
Palo Alto, California  
Nov. 29, 1955

Miss Margaret C. Norton, Archivist  
Illinois State Library  
Springfield, Illinois

Confidential

Dear Margaret:

You probably know, or it won't surprise you to know, that Bob Shiff has wired asking if I would be interested in the position the NMMC proposes to recommend to Illinois of an archivist-records manager. Naturally this is a most interesting inquiry and one on which I would not want to make a hasty decision. It is, of course, an important post and largely because you have made it so. I am sorry that we did not have more time for leisurely talks at Nashville, but I do remember that you were concerned about your successor. I hate to think that you won't be there for a long time to come.

If you have any advice, or comments as to the situation, I would be grateful for them. You will understand, I am sure, that despite the importance of the work in Illinois there are at least two major factors that make me cautious. One is that this location will be better for us for health reasons especially for the next three years while Phil is still in high school. The other is that for reasons of status, retirement, and the like after 20 years in the Federal service there are strong arguments for staying in it.

I replied to Shiff that there was some possibility but that I would need more data.

It was good to see you again at Nashville.

Very sincerely

  
Philip C. Brooks

**ARCHIVAL OFFICIALS (Salary Survey)**  
**November 29, 1955**

<b>State</b>	<b>Title</b>	<b>Salary per year</b>		
Alabama	Director	7500		
Colorado	Archivist	4600	-	5600*
Delaware	"	7500	-	10,000
Georgia	"	5000**		
Indiana	" (and Asst. Director)	5280	-	5520***
Maryland	" (and Records Administrator)	8108	-	9728
Michigan	"	5199	-	6681
Mississippi	Director	7150		
New Jersey	Head, Bureau of Archives & History	6900	-	8400
New York	Principal Lbn.	8090	-	10,142****
North Carolina	Archivist	8910*****		
Oregon	"	5040	-	6300
Pennsylvania	Chief, Division of Public Records	7356		
South Carolina	Director	7200		
Tennessee	State Lbn & Archivist	5340	-	5640
Virginia	Archivist	6432	-	8040
Wisconsin	Chief Archivist	5892	-	7092

- \* increases \$200 per yr for first 3 yrs and then \$100 to maximum
- \*\* confidential information
- \*\*\* \$5280 is present maximum but contemplate \$240 raise next year
- \*\*\*\* See letter
- \*\*\*\*\* See letter

December 19, 1955

Dr. Philip C. Brooks  
619 St. Claire Drive  
Palo Alto, California

Dear Phil:

When the Secretary of State and I were discussing the State Records Management Survey several months ago, I reminded him that my retirement is due in the spring of 1957. I warned him that it would be difficult to find some one at my salary, since our Illinois archival salaries are low. He suggested that I make a survey of archival salaries and also that perhaps we could plan to appoint my successor at this time under the guise of the records management liaison officer called for in our survey plans. That would take care of the appropriation for this biennium and he would try to get the salary raised suitably in the next budget. Mr. Reid, the Assistant State Librarian has been working with me on this.

Among others, I asked Robert Schiff for suggestions of persons whom we might consider for the job. To our embarrassment, he interviewed persons and guessed that we would be paying \$8000 to \$10,000. One of the persons (not P.B.) was a man we had discussed and decided would not do. I suppose he will be after the job. I am sorry to have to say that it is not going to be a case of picking out the one we want and then meeting anybody else's bid. Salaries just don't run up to \$10,000 here in the Illinois government. The archivist's salary range at present, as set by law, is \$5280 to \$6600 - I am getting a little less than \$6000. The Assistant State Librarian's salary (I am under that office) get \$6600 to \$400. Assistant Directors (the directors being cabinet officers) get only \$8000. Commission chairmen salaries range \$6000 to \$7500. The chance of our paying a salary that would attract you, is, frankly, quite remote. My guess is that we shall do well to get as high as \$7000 for the new archivist, but that also is just a guess.

Springfield and Washington have climates as like as two peas - hot and humid summers, not bad winters, but full of flu (I've just been out a week, which explains my delay in writing you.) We have a generous, and they tell us, actuarially sound pension system. We pay 6% into the fund (married men 1 or 2 % more) and can collect on it any time after 60 if you have had 15 years experience. The maximum rate is for 35 years with the State. I don't know for sure, but think you could collect both State and federal, but of course we could not wait for you to finish your 20 years with the federal. We have 40% disability until 55 when you take the pension as it would work out for 55 years.

For many years I had my eye on you as my successor, but of late years have given up the notion as being beyond our possibilities. Of course if you are interested despite the little we can offer you, we will be glad to keep you on the list.

There is one other thing which I should in fairness tell you. The last General Assembly created a State Personnel Department to supersede the present Civil Service system. This takes effect July 1, 1957. Present Civil Service people are protected under this act, but the State Personnel Department will have jurisdiction only over the Governor's Departments - ours is under the Secretary of State. Presumably the merit system will still be in effect for the State Library, but 1956 is an election year and we do not of course know who will be Secretary of State. Whoever takes our job will take a calculated risk. Presumably that person will be safe, but one never knows for sure.

I don't like to sound so discouraging, but as friend to friend I think you should know these things. If you are still interested, please let me know.

Sincerely,

MARGARET C. NOTTON  
Archivist

619 St. Claire Drive  
Pale Alto., California  
January 4, 1956

Miss Margaret C. Norton  
112 Fox Mill Lane, W. Lake Shore Drive  
Springfield, Illinois

Dear Margaret:


Many thanks for your good letter explaining the Illinois situation. I appreciate your candid and earnest comments very greatly. The salary range is obviously a problem, as, to be equally frank, I could not afford to consider less than \$10,000 plus. The political situation is also something to consider, carefully, as you indicate. I would repeat, however, that the prestige you have been building into the position for many years, and the potentiality of the State, make it something that nobody would fail to consider with great care. I shall be most interested to see how it develops.

You probably met Alan Negus, who has been in charge of the National Records Management Council's office in San Francisco and is moving to New York. He is a fine person. And you will shortly, I gather, encounter Thornton Mitchell, whom they are sending to Springfield to work on their survey. He once worked with me in the National Archives, as my assistant, and until very recently was with the Current Records Division of our agency in San Francisco. He has good experience and is quite well informed in the field.

Ernst is waxing very enthusiastic about a project for a manual for users of archives in research, which I told him at Nashville I would do. This is one of the items in the long-range publication program that the SAA committee on long range planning recommended in its Williamsburg meeting in 1951. If you have any suggestions or recommendations on the content, or specific materials you think should be included, I would welcome your advice.

We appreciate your nice Christmas card, and wish you a most enjoyable New Year.

Sincerely,

  
Philip C. Brooks

NORTON, MARGARET CROSS--RETIREMENT RECEPTION FOR, MARCH 26, 1957

You are cordially invited to attend  
an Informal Reception March 26, 1957,  
honoring Miss Margaret Cross Norton,  
who is retiring as Archivist of the  
Illinois State Library.

Place - Archives Building  
Second Floor West

Time - 3:00 to 5:00 P.M.

Given by the Staff of -  
Illinois State Library and State Archives

*Adkins*  
*Letter*  
*rely*  
*Flowers*

GUEST LIST

RECEPTION HONORING MISS M. C. NORTON

*Hand*  
~~APRIL~~ 26, 1957

✓ Adkins, Mrs. Doris	Attorney General's Office	
✓ Aiken, C. F.		402 State Armory Bldg.
✓ Aylesworth, Mrs. Edith		1115 W. Edwards
✓ Babcock, Mrs. Helen	Criminal Identification ...	4th floor, Centennial Bldg.
✓ Barron, Leo	(Legislative Reference Bureau)	835 S. Second st.
✓ Baxter, Dr. A.C.		1516 Holmes Ave.
✓ Belair, Joseph H.	Secty. of State, Public Relations	410 D State House
✓ Benicke, George	Auditor's office	201 State House
✓ Bennett, John	Div. of Waterways	201 W. Monroe st.
✓ Binks, Judge Vera M.	Director, Dept. of Regis. & Educa.	112 State House
✓ Blazer, Herschel J.		208 State House
✓ Blood, Kenneth	Mr. and Mrs.	617 Bryn Mawr
✓ Burkhart, Mr. and Mrs. Clarence	Sr.	509 West Capital
✓ Butler, Don	Secty. of State, Index Dept.	212 State House
✓ Collamore, Mrs. Helen	Ill. State Hist. Lib.	3rd floor East, Centennial Bldg.
✓ Cashman, Mr. and Mrs. George	Lincoln Lodge	<del>Lincoln</del> Oak Ridge Cemetery
✓ Chamberlain, Don	Press Room	State House
1826 S. Glenwood		
✓ Church, Dr. Ruth E.	Dept. of Public Health	500 State Office Bldg.
✓ Colvin, William	Automobile Dept.	216 E. Monroe st.
✓ Cowdin, Mrs. Fred		1900 Wiggins Ave.
✓ Dee, Dorothy	Secty. of State, Executive Dept.	208 State House
✓ Davis, Dorothy	Auditor's office	201 State House
✓ Denes, Mrs. Nina	Div. of Highways	1st and Ash st.
✓ Donne, Benjamin T.	Financial Responsibility	216 E. Monroe st.
✓ Durkin, Mrs. Shan	Secty. to Director, Dept. of Public Works & Bldg.	602 State Office Bldg.
✓ Elish, Mrs. Mabel		1213 West Ash st.
✓ Ferriman, Virginia	Admin. Asst. Dept. Regis. & Educa.	112 State House



GUEST LIST RECEPTION HONORING MISS M. C. NORTON

*March*  
~~April~~ 26, 1957

A ✓	Field, Lucien	Attorney General's Office	1st floor, Supreme Court Bld.
A ✓	Finkle, Jerome ,	Executive Secty., Legis. Ref. Bur.	305 State House
✓	Fitzc, Mrs Marie		524 S. Grand. East
A ✓	Flint, Margaret A.	Reference Libn.	Illinois State Historical Lib.
A ✓	Frisk, Mildred	Secty. of State office	208 State House
A ✓	Gillen, Francis H.	Admin. Assistant, (Purchasing agent)	409 State House
✓	Hanselman, Catherine	Dept. of Revenue	312 State Office Bldg.
A ✓	Hanson, Mr and Mrs. Walter, Jr.		1407 Bates Ave.
A ✓	Haynes, Helen		1016 S. Seventh st. <i>mond</i>
✓	Henn, Roger	Taxpayer's Federation	411 1/2 S. 5th st.
	2024 Cherry Road		
✓	Howard, Mrs. Louise	<del>Regis. &amp; Educa.</del>	1833 S. Park Ave.
A ✓	Hoy, Mrs. Bernice	Revenue	<del>308 State</del> 312 State Office Bld
A ✓	Isakoff, Jack,	Secty. Ill. Legislative Council	307 State House
✓	Jones, Joe ,	Editor Blue Book	State House
A ✓	Keller, Mrs. Alvalin	Admin, Div. Chief, Civil Service Comm.	501 State Armory
✓	Kennedy, Mrs. Alice	Dept. of Personnel	6th floor north, State House
✓	Kennerly, Mrs. Dorothy	Vital Statistics	
✓	Kinsella, Mr. and Mrs. Louis		324 S. Douglas
A ✓	Knox, Ann	Civil Service Commission	501 State Armory
	1120 W. Vine		
A ✓	Koval, Lucille		627 W. Edwards
A ✓	Lawrence, Miss Mayme		309 1/3 E. Cook st.
✓	Leth, T. R.	Asst. to Director, Dept. of Finance	202 State House
✓	Le Vine, James		408 Williams
✓	Lynn, Capt. Noah F.	Adjutant General's office	200 State Armory
✓	MacDonald, William		1040 W. Lawrence ave.
✓	Mc Fadden, Mr. and Mrs. Stanley		1115 S. 2nd st.
A ✓	Macpherson, Mrs. John		1200 S. Douglas Ave.
A ✓	Maple, <i>Wm</i> Fanny	Auditor's office	201 State House
F ✓	Marquardt, Mr. and Mrs. Walter		1032 N. 3rd st.

GUEST LIST RECEPTION HONORING MISS MARGARET C. NORTON, MARCH 26, 1957

✓ Bramhall, Miss Edith C.	116 E. San Rafael	Colorado Springs, Colorado
✓ Browne, Father Henry, Archivist	Catholic University	Washington, D.C.
✓ Daigh, Janice	1132 S. College	Springfield, Illinois
✓ Dill, Mrs. Edna	1205 Woodberry Road	Pasadena, California
✓ Iben, Icko	800 S. Lincoln Ave.	<sup>Champaign</sup> Champaign, Illinois
✓ Kavanaugh, Margaret	337 Memorial Hospital	Springfield, Illinois
A ✓ Le Vine, James S.	408 Williams Blvd.	Springfield, Illinois
✓ Lindley, Harlow	121 E. Tulane Road	Columbus, Ohio
A Lovett, Robert W.	67 Mineral Street	Reading, Massachusetts
✓ Monaghan, Mr and Mrs. Jay	902 San Carlos Road	Santa Barbara, California
✓ Nail, Mrs. Clyde	2409 South 14th st.	Springfield, Illinois
<del>Quay, Charles</del>	<del>2409 South 14th st.</del>	<del>Springfield, Illinois</del>
A ✓ Paine, Mrs. Clara S.	402 Minnehaha Trail	Lakeland, Florida
L ✓ Pease, Mrs. Theodore C.	708 Indiana Ave.	Urbana, Illinois
L ✓ Price, Miss Anna May	1545 Washington St.	Lincoln, Nebraska
✓ Reeder, Mrs. Eugene M.	5204 Valley Oak Drive	Austin, <sup>3</sup> Texas
T ✓ Seff, Mrs. Herman H.	21 S. Kellner Road	Columbus 9, Ohio
✓ Welch, Miss Eleanor	Milner Library, Illinois	State Normal Univ., Normal, Ill.
✓ Winterbauer, Miss Mary	N. 8th st.	Springfield, Illinois
✓ Young, Henry	Div. of Public Records, Room 221 Education Bldg.	Harrisburg, Pennsylvania
✓ Leland, Waldo G.	1862 Mintwood Place NW	Washington, D.C.
✓ Read, Dr. Conyers	80 Prof 593 Tilla Normal, Pa.	<del>Philadelphia</del> , Penn.
✓ McCain, William	Mrs. Louthern College	Hattiesburg, Mississippi
Zitmore, Irving		Wash., D.C.
Leahy, Emmet J.	337 West 27th St.	New York 1, N.Y.
L Weeks, Miss Bertha	Reindeer Lake 209 S. LaSalle	Chicago, Illinois

GUEST LIST RECEPTION HONORING MISS M.C. NORTON

*March*  
~~APRIL~~ 26, 1957

A ✓ Vaughn, Roy		1604 S. Second st.
✓ Vicars, William	Ill. Commerce Commission	202 State Office Bldg.
A ✓ Walsh, James M.	Supt. of Bldgs. & grounds	410 State House
A ✓ Walton, Clyde	State Historian, Ill. State Hist. Library	Centennial Bldg.
A ✓ Weart, James	Sanitary Engineering, Dept. of Public Health	616 State Office Bldg.
A ✓ Wetherbee, Mr and Mrs. Ambrose		829 S. Lincoln Ave.
A ✓ Williams, Virginia	Dept. of Revenue	312 State Office Bldg.
✓ White, Mrs. Belle		209 E. Capitol ave.
✓ Wilder, James	Asst. Rev. Clerk, Treas. office	203 State House
✓ Woodruff, Dr. Robert H.		2020 S. Park ave.
✓ Worthey, William G.	Chief clerk, Corp. dept.	213 State House
A <i>Gustavich, Mrs. Mary Ann (Regis. &amp; Edm.)</i>	<i>2215 So. 6</i>	<i>Adjutant General</i>
✓ Woodward, H. O.	<i>1030 No 9</i>	<i>Land Office Clerk, Auditor of R.A.</i>
A ✓ Walters, Paul		
A Templeton, Marvin	<del>EXX</del> Public Health, Dep. of Statistics	100 persons
A Miller, May	<i>215 F. Lyman Road</i>	
A Okey, Molly		
A Okey, Linn	<i>408 So. 14th</i>	

Archivists - etc.

- L ✓ Allen, Miss <sup>Winifred</sup> Winifred, Archivist Univ. of Texas Austin, Texas
- ✓ Andreason, John C. L., Associate Director, Baton Rouge, Louisiana  
Louisiana Archives Survey, Office of Secretary of State, State Capitol
- ✓ Angle, Paul Chicago Historical Library Chicago, Ill.
- ✓ Barck, Dorothy <sup>42 Susquehanna Ave</sup> ~~New York State Museum~~ Cooperstown, New York
- ✓ Barrow, Wm. J. State Library Bldg. Richmond, Va.
- ✓ Bauer, G. Philip, Editor, American Archivist, National Archives, Washington, D.C.
- L ✓ Baumhofer, Hermine M., U.S. Air Force Motion Picture Film Depository  
Wright-Patterson Air Force Base, Dayton, Ohio
- L ✓ Beal, Dr. Vernon, Archivist and Records Administrator,  
Michigan Historical Commission Lansing, Michigan
- ✓ Bedsole, Dr. V. L., Head, Dept. of Archives, Louisiana State University  
University Station Baton Rouge, Louisiana
- ✓ Beeson, Lewis Michigan Historical Commission  
State Office Building, Lansing, Michigan
- ✓ Boell, ~~J.E.~~ <sup>J.E.</sup> J.E., Chief Archivist, State Historical Society of Wisconsin  
816 State St. Madison 6, Wisconsin
- L ✓ Brooks, Dr. Philip and Mrs. 619 St. Claire Drive Palo Alto, California  
<sup>Harry S. Truman Library 1200 N. Michigan St. Independence, Mo</sup>
- L ✓ Brown, Dr. Robert M., State Archivist, Minn. State Archives Commission  
Minnesota Historical Building St. Paul, Minn.
- ✓ Bryan, Mrs. Mary Givens Director, Dept. of Archives and History  
1516 Peachtree St., N.W., Atlanta, Georgia
- L ✓ Buck, Dr. and Mrs. Solon 321 A Street, S.E. Wash., D.C.
- ✓ Capers, <sup>Win</sup> Charlotte, Director, Dept. of Archives and History,  
Box 571 Jackson, Mississippi
- ✓ Carothers, <sup>Win</sup> Wilhelmina, Historical Foundation Assembly Inn, Montreat, North Carolina
- T ✓ Cappon, Dr. Lester J., Colonial Williamsburg Inc. Williamsburg, Virginia
- L ✓ Case, <sup>Win</sup> Marjorie E. Connecticut State Library Hartford, Connecticut
- ✓ Chatfield, Miss Helen 8917 Seneca Lane Bethesda, Maryland
- L ✓ Crittenden, Dr. Christopher, Director, Dept. of Archives and History  
Box 1881 Raleigh, North Carolina
- T ✓ De Valinger, Dr. Leon, State Archivist, Public Archives commission  
Hall of Records Dover, Delaware
- L ✓ Duniway, David C. , State Archivist, Oregon State Archives, Salem, Oregon  
Oregon State Library

## Guest List

## RECEPTION HONORING MARGARET C. NORTON

March  
APRIL 26, 1957

- ✓ East, Dr. Sherrod 3212 N. Vernon St. Arlington 7, Virginia
- L ✓ Easterby, Dr. J.H., Director, South Carolina Archives Dept.  
World War Memorial Building Columbia 1, South Carolina
- L ✓ Eddy, Henry H., State Records Officer, Division of Public Records  
Room 221, Education Bldg. Harrisburg, Pennsylvania
- ✓ Edmunds, Henry E., Archivist Ford Archives  
Fairlane Dearborn, Michigan
- ✓ Evans, Luther H., UNESCO 19 Ave. Kléber, Paris, France
- L ✓ Gosnell, Charles F., State Libn. and Assistant Commissioner of Education  
New York State Library Albany 1, New York
- L ✓ ✓ Grover, Dr. Wayne, Archivist of the United States, National Archives and Records Service, Washington 25, D.C. ✓
- ✓ Hill, Dr. Roscoe R. 4500 47th St. N.W. Washington D.C.  
~~Hill, Olney W., Director, Public Records Commission, Montpelier, Vermont~~
- ✓ Homsher, Lola, Archivist Wyoming State Archives and Historical Dept.  
Cheyenne, Wyoming
- L ✓ Jacobsen, <sup>Miss</sup> Edna 11 S. Lake Ave. Albany 3, New York
- L ✓ Kane, <sup>Miss</sup> Lucile Minnesota Historical Society, St. Paul, Minnesota
- T ✓ Keller, Mrs. Herbert A. 973 University Bay Drive, Madison 5, Wisconsin
- L ✓ Lovett, Robert W. Baker Library, Boston, Massachusetts  
67 Mineral St., Reading, Mass.
- L ✓ McDonough, Roger H., Director, Dept. of Education, State House Annex  
Trenton 7, New Jersey
- <sup>Archivist</sup> Mitchell, ~~Thornton~~ Thornton W. 55 New Montgomery Ave. San Francisco 5, Calif.
- = + L ✓ Moore, Mrs. J. T. <sup>Notwood</sup> 3309 Fairmont Drive Nashville 5, Tennessee
- ✓ O'Brien, Paul J., State Archivist, Secretary of State's Office, Sacramento 14, Calif.
- ✓ Overman, Wm. D. 346 Castle Blvd. Akron 13, Ohio
- L ✓ Peckham, Howard H. William L. Clements Library, Ann Arbor, Michigan
- ✓ Pierson, <sup>Miss</sup> Margaret, Archivist, Indiana State Library, 140 N. Senate Ave.  
Indianapolis, Indiana
- L ✓ ✓ Posner, Dr. and Mrs. Ernst 1815 S. Arlington Ridge Road, Arlington, Virginia
- ✓ Quarles, Robert T. Tennessee State Archives, Nashville, Tennessee
- ✓ Radoff, Dr. Morris L., Archivist & Records Administrator, Hall of Records  
Annapolis, Maryland
- FV ✓ Renze, Delores (Mrs.), Archivist, Colorado State Archives 306 State Museum Bldg.  
Denver 2, Colorado

## GUEST LIST RECEPTION HONORING MISS M. C. NORTON

*Mark*  
~~June~~ 26, 1957

A ✓ Martinson, Carl A. Executive Clerk, Secty. of State 208 State House  
 ✓ Milspaugh, Mrs. A. C. *Chomed* 606 S. 4th st.  
 A ✓ Myers, Maude, President, Civil Service Commission 501 State Armory  
 ✓ Nelson, ~~Mrs.~~ Charlotte (Mrs. Clifford) 422 S. Walnut st.  
 ✓ Newell, Florence, Chief, Nursing Services, Dept. Public Health 401 State office bldg.  
 ✓ Nickell, Vernon L. Supt. of Public Instruction 302 State Office Bldg.  
 ✓ Owen, Harold L. Owen 78 Fox Mill  
 A ✓ Perry, Mrs. Loren A. (Insurance dept. ) 524 S. Douglas  
 A ✓ Peterson, Mrs. Gladys Libn., Legis. Ref. Bureau 305 State House  
 ✓ Phillips, Robert, Chairman, Pardon & Parole Board 301 State Armory ~~Bldg.~~  
 ✓ Reitzler, Robert Auditor's Office 201 State Armory  
 L ✓ Ridgely, Mrs. Frances 1037 Woodland Ave.  
 ✓ Rodems, Mrs. Emma Jo 329 S. Mac Arthur ~~Bldg.~~  
 A ✓ Sagen, Dr. and ~~Mrs.~~ O.K. 401 W. Jackson Parkway  
 L ✓ Skogh, Miss Harriet 725½ West Monroe st.  
 ✓ Skogh, Miss Lillian 725½ West Monroe st.  
 ✓ Smith, Robert G. Pub. Instruction 302 State Office Bldg.  
 A ✓ Spurway, Amy 2734 S. Glenwood Ave.  
 ✓ Spurway, Jessie same  
 A ✓ Squires, Henry *Quelmer* Div. of Waterways 201 W. Monroe st.  
 A ✓ Starkweather, *Quelmer* Mrs. Regis. & Educa. *Sgt* 112 State House  
 1037 N. Wesley  
 ✓ Strain, Mrs. Edith 2124 N. 7th st.  
 A ✓ Stuart, Mrs. Christopher 1040 S. Second st.  
 ✓ Sutton, Dr. Charles F. Deputy Director, Divl of Local Health Services 505 State Office Bldg.  
 A ✓ Terveen, Frieda Corporation dept. 213 State House  
 A ✓ Thompson, Helen 308 W. Jackson st.  
 A ✓ Tipps, Mrs. Helen (Div. of Insurance) 402 W. Edwards  
 ✓ Tulpin, Julie 206 S. Walnut st.

GUEST LIST HONORING MISS MARGARET C. NORTON

~~March 26, 1957~~

March 26, 1957

~~Robinson~~

✓ Robison, Dr. Dan M., State Librarian and Archivist, Tenn. State Library and Archives  
Nashville 3, Tennessee

✓ Santen, Vernon B., Associate Budget Examiner, State of New York, Executive Dept.  
Division of the Budget, Albany 1, New York

T+ ✓ Schiff, Robert, President, Naremc Services Inc., 555 Fifth Ave., New York, New York

✓ Shoemaker, Floyd C., Secretary, State Historical Society of Missouri, Columbia, Missouri

✓ Skordas, Gus Hall of Records Annapolis, Maryland

✓ Smith, Alice Wisconsin State Historical Society, Madison, Wisconsin

✓ Taylor, Dorothy K., Administrator, Centralized Microfilm Dept., Supreme Court Bldg.  
Cheyenne, Wyoming ~~Cheney, Wyoming~~

✓ Thomas, Dr. Roger Hall of Records, Annapolis, Maryland

✓ Van Schreeven, William J., State Archivist, Virginia State Library, Richmond, Virginia

✓ White, Frank F., Jr. 6211 60th Place Riverdale, Maryland

✓ Wood, Richard G., Historian, Vermont Historical Society, ~~Montpelier~~ Montpelier, Vermont

✓ Zepp, Erwin C. Ohio Historical Society Columbus, Ohio

*March*  
~~APRIL~~ 26, 1957State Library Staff membersState Archives Staff membersState Library Advisory Committee

- / Dr. Dr. P.L. Windsor 701 W. Michigan Urbana, Ill.
- ✓ Dr. Fritiof Ander, Augustana College Rock Island, Ill.
- T / Miss Louise Anthony - 719 Royal Street Alton, Ill.
- L / Miss Etta Brandt, Lib. Public Library Carmi, Ill.
- ✓ Dr. Robert B. Browne, Univ. of Ill. Urbana, Ill. Dean, Extension
- ✓ Dr. Robert D. Downs, <sup>Director</sup> Univ. of Ill. Library Urbana, Ill.
- ✓ Dr. Clinton L. Folse, Univ. of Ill. Urbana, Ill. Mumford Hall
- ✓ Nathan R. Levin, Chicago Public Library, Chicago, Ill.
- L ✓ Mrs. Laura Hughes Lunde, 6708 N. Olympia Chicago, Ill.
- ✓ Rev. Joseph T. Murray, Springfield, Junior College, Springfield, Ill.
- ✓ Vernell Dammeier Preiss, Lib. River Forest PL River Forest, Ill.
- ✓ Russell D. Randleman, Supt. of Schools Jonesboro, Ill.
- ✓ W.A. Southern, Librarian, Abbott Laboratories (Waukegan, Ill. 207 N. Genesee)  
North Chicago
- ✓ William C. Stephens, Atty. at Law Centralia, Ill.
- ✓ H. Clay Tate, Pantagraph Bloomington, Ill.
- ✓ Curtis Wynn, Lib. Public Library Galesburg, Ill.

Secretary of State

- L A ✓ Charles F. Carpentier 208 State House
- A ✓ Samuel H. Young Asst. Secty. of State 208 State House
- A Nelson, C. E. *Secy. of State Auto Dept.*



GUEST LIST RECEPTION HONORING MISS MARGARET C. NORTON, MARCH 26, 1957

A ✓ Mrs. Ava Sperry	1412 S. Douglas Ave.	Springfield, Illinois
A ✓ Mr and Mrs. Ernest East	718 S. English ave	" "
A ✓ Mr. and Mrs. Lee DePuy	13 Pasfield Park Place	
A ✓ Brichford, Mrs. and Mrs. Maynard	906 S. Spring st	
A Bulpitt, Wallace	818 E. Edwards st.	
A Cassidy, Mr and Mrs. Theodore	808 N. Sixth st.	
A Caton, Mr and Mrs. John C	200 East Jackson st.	
A Hudson, Mr and Mrs. Norman	931 N. Osborn ave	
A Quonn, <del>Mr</del> and <del>Mrs.</del> Louis	713 Pearl	<del>Metrop</del> Metropolis, Ill.
A Reisch, <del>Mr.</del> and Mrs. Lawrence	1804 S. State St.	Springfield, Ill.
A Rountree, Mrs. and Mrs. Alvin	923 S. Third st.	
A Terry, Miss Virginia	1305½ E. Monroe st.	
Grigiski, Mr. William L.	(Mr. Kate)	Riverton, Ill.
A Snigg, Mrs. John	625 Woodland Ave.	Springfield, Ill.
Shipp, Mr. and Mrs. Richard	1103 S. 17th	"
A Ames, Mr. Claude	Guard, Archives Bldg.	
<del>Factor</del> A Carter,	Guard, Archives Bldg.	
Dedrick, Mrs. Joan Mrs.	Elevator operator, Archives bldg.	
A Reid, Mr./de Lafayette		Rochester, Illinois
Waters, William	1020 S. 2nd st.	Springfield, Ill.
A <del>Simkovitz, Anton</del> <del>Symkovitch, Anthony</del>	1505 N 8th	Springfield, Ill.
Beard, Mary Elizabeth	125 W. Myrtle	Springfield, Ill.
Barrington, Mrs. <del>Elnora</del> Elnora	800 Block E / Percy Ave.	Springfield, Ill.
A Concheff, <del>Mr.</del> and Mrs. Michael	1321 Lowell Ave	
F Jorgenson, Mrs. Harry	1321 Lowell Ave.	
A Blankership, Mr. Kenneth	Office of the Secty. of State	
Hansen, Mr. and Mrs. Paul	2913 South Park Ave.	Springfield, Illinois
A Evers, Mrs. and Mrs. George		Winchester, Illinois
A Dunbar, Hollis	State Records Center, 100 Block East Monroe st.	Springfield Ill.

# The Society of American Archivists

DOLORES C. RENZE  
SECRETARY  
306 STATE MUSEUM BUILDING  
DENVER 2, COLORADO

LESTER J. CAPPON  
PRESIDENT  
BOX 203  
WILLIAMSBURG, VIRGINIA

WILLIAM D. OVERMAN  
TREASURER  
346 CASTLE BOULEVARD  
AKRON 13, OHIO

March 21, 1957

Mr. Leroy DeRuy  
Archivist Designate  
Illinois State Library  
Springfield, Illinois

My dear Leroy,

I am so glad that you wrote me. Now perhaps I can with no further apology ask you to do a favor to me: I had gotten the enclosed card for Margaret for the Society and wanted to arrange in addition either to have an orchid or a dozen American Beauty roses for her on retirement day. Will you please arrange for the one's which you think best? And if the florist's bill can be sent to me as Secretary for the Society, I can pay it promptly.

It may be that an orchid will have been provided already, and that the roses would be appropriate to have on her desk the last day. I leave it to your good judgment as to what is best to do. But the Society is anxious to have her know how much we all love and admire her and that we are all thinking of her on this important occasion.

I am sorry that I will be unable to be in attendance; if it were a little later (in May) I could have made it on my way East. I do hope to be able to stop in Springfield either on my way East or on my return in the Spring.

Thank you so much for your note - I am as appreciative as can be of your thoughtfulness and consideration of Margaret.

Sincerely,



April 15, 1957

Mrs. Dolores C. Renze  
Secretary  
The Society of American Archivist  
306 State Museum Building  
Denver 2, Colorado

Dear Dolores:

Sorry to take so long to reply to your March 21 letter but I believe you can see we've had a couple of things to do lately.

It was most considerate of you to authorize me for the Society to get an orchid for Margaret. I hope you can agree from the photograph attached that it was a lovely gift. The Secretary of State of Illinois, the National Records Management Council, and others also presented flowers and the staff of both the Archives and the State Library gave her an Argus camera, especially for her European trip. She enjoyed the reception to which 250 to 300 people came. She gives every indication of enjoying the retirement she began April 1.

I hope you can stop in Springfield in May, as you indicate. We all would be happy to see you.

We've been busy on legislation which got into the hopper last Wednesday. The State Records Act is a codification of existing acts, plus authorization of our records management program, access to information idea, etc.

Enclosed also is the release on Margaret's retirement.

Sincerely,

LD:loq

LeROY DUPUY  
Archivist and Records  
Administrator

encs.

NORTON, MARGARET CROSS

ORAL INTERVIEW BY WILLIAM F. BIRDSALL (NOTES)

1973

(THIS FILE IS FROM THE SOCIETY OF AMERICAN  
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE  
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -  
RECORD SERIES 200/11/1 - Box 2, FILE 25.)

8040 Eagle Heights  
Madison, Wisconsin 53705

May 22, 1973

Miss Margaret C. Norton  
1105 South Second Street  
Springfield, Illinois 62704

Dear Miss Norton:

I am a doctoral student at the University of Wisconsin working on my dissertation, the emergence of the American archival profession. The study covers a period commencing with the emergence of the professional historian and the increase in the number and types of institutions collecting archival material in the latter decades of the nineteenth century, and ends around 1938 with the formation of the SAA, the publication of The American Archivist, and the SAA Report on the Training of American Archivists. A general question of the study is how archivists attempted to differentiate themselves from historians and librarians. To further keep the study to a manageable size I have concentrated primarily on the activities of the Conference of Archivists and the formation and early activities of the SAA.

You played an important role in the development of the American archival profession and I would appreciate an opportunity to talk to you. Would it be possible to get together with you in the near future? Dr. F. Gerald Ham, Wisconsin State Archivist and adjunct member of my committee would also like to attend such a meeting. My schedule is very flexible but to expedite matters may I suggest sometime during the week of June 11-15, the specific day and time to be established by you. This is only a suggestion, please suggest any day and time that is most convenient for you.

I am enclosing some questions that I would particularly like to discuss with you and which should give you some idea the line of thinking I am taking. I am also wondering if you have in your possession any correspondence that I should see? Would there be relevant material at the Illinois State Archives?

I am looking forward to your reply and I hope to have the opportunity to meet you.

Sincerely yours,

William F. Birdsall

1. I think it would be interesting to start with a brief description of how you got into archives work, particularly your position at Illinois.
2. One of your major contributions to the archival profession was your emphasis on the archives agency as an administrative unit of government. I am interested in any influences that may have contributed to your thinking along these lines. For example, when you came to Illinois, the Archives Division had just been created, I believe, as a result of government reorganizational activities stemming from an earlier state efficiency and economy study. Did the efficiency and economy studies so popular about that time influence your thinking?
3. Concurrent with the efficiency and economy movement was the emergence of the discipline of public administration. Were you influenced by that movement, particularly Leonard D. White's Introduction to the Study of Public Administration (1926)?
4. Miss Harriet M. Skogh, your colleague at the State Library, made reference to White's book at a meeting of the National Association of State Libraries in 1929. I have the feeling the administrative orientation characteristic of your writings at the time was true of the Illinois State Library in general. Is this correct? If so, who set the tone? You? Miss Skogh? Did Miss Skogh's legal training have anything to do with your thinking regarding the legal value of archives?
5. During the 1920's historians seemed to have lost almost all interest in archival affairs. I have interpreted your thinking during that time as an attempt and an indication of the archivists' need and desire to identify a new clientele and to broaden the base of support for an archival profession. Could you comment on this?
6. There appeared to be a revival of interest in archives on the part of social and cultural historians around 1930, particularly local archives. In 1930 historians dominated the Public Archives Commission under the chairmanship of the historian Charles Ramsdell. Previously archivists constituted the majority of the members. Was this a deliberate reorganization? I have been unable to find in the AHA papers evidence of how or why this change in membership came about. You were the only archivist left on the Commission. Can you explain what occurred? Was this change in personnel from archivists to historians due to a desire on the part of historians to turn the attention of the Commission from the administration of archives to their preservation? Hence, the appearance of Albert R. Newsome's 1932 pamphlet on the preservation of local archives?

7. In 1935 Newsome and Francis Philbrick served as an AHA special committee to examine the relationship between the AHA and archival activities. The question of a separate organization of archivists was discussed. Newsome's correspondence reveals that at the time, about mid-1935, you, Solon J. Buck, J. Franklin Jameson, had some doubts that an independent association of archivists could survive. Yet, if a few months Buck and Connor began to organize the Chattanooga meeting that lead to the founding of the BAA in 1936. (1) When did you first start thinking about an independent association of archivists? (2) Are you aware of what was occurring at the National Archives that might have served as the catalysis to get the movement going? I have talked to Dr. Brooks and examined Buck-Connor correspondence but I am still unclear about this situation. Perhaps it was the result of discussions at the coffee breaks at the National Archives!
8. Can you give some sense of the feeling at that time among state archivists regarding the formation of an organization of archivists?
9. You were disappointed with the Bemis' report on the training of archivists (1938). Would it be correct to say that your philosophy ~~of education~~ for archivists was more compatible to a library science approach as opposed to an historical orientation? How would you characterize your philosophy as compared to Buck's at that time? For example, he appeared to favor a Ph.D., you seemed to think that was premature at that time; he favored an emphasis on historical training, you saw some need for some library training.
10. What problems did you encounter in trying to establish a program at the University of Chicago and the Universtty of Illinois?
11. A. F. Kuhlman was chairman of an ALA Committee on Archives and Libraries. You were also a member and later chairman. It seems Kuhlman dominated the committee and determined its direction. Brooks and others were concerned that this committee would encroach upon the SAA's activities. It is my feeling that the area between archivists and librarians was so ill defined or misunderstood that Kuhlman, perhaps inadvertently, kept straying into the SAA's domain. He never seemed sure what his committee was supposed to do. Could you remark on this assessment of the situation?
12. You and others became dissatisfied with Pease's editorship of The American Archivist. You evidently felt it should concentrate more on developing techniques and methods rather than attempting to be a scholarly journal. Is this a correct assesment of your feelings?

1165 South Second St.

Springfield, 30906-2704

May 29, 1973

William F. Rindell

1804 Eagle Heights

Madison, Wisconsin 53703

After Mr. Rindell: I am so sorry to hear that you are not well - I hope you will soon be back to work.

It is most fitting that someone should be writing about the history of the archives.

My profession as a sequel to Dr. Towler's "The Movement for a National Archives of the United States, 1906-1926." It is only recently that I have received a copy of this superb piece of work.

At the time of my retirement in 1957, Helen Birch and others urged me to write my memoirs, but at the time I was so reluctant to shift the burden of the Archives Department as Helen was when Hercules took the world off Atlas' shoulders for a while.

I was exhausted and completely fed up. I closed the door of the Archives, and finally behind me and developed other interests, chiefly travel. Furthermore, I had in mind the admonition of my physician, "Don't quit right now, you would be like stopping a car going 60 miles an hour."

Since you would like to retire, I would not be one of those who would like to see you retire. I would like to see you retire, but I would like to see you retire, but I would like to see you retire.

It is a pity that you are not well. I hope you will soon be back to work. I am so sorry to hear that you are not well - I hope you will soon be back to work.

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Mitchell of North Carolina asked my writings but he had little encouragement about publication. The last I heard from him - at Christmas - he was still trying to get a subsidy and hoped the Univ. of Illinois press might perhaps print the volume, much abbreviated, this year. Whether or not this "Technical 218" and my official correspondence are still in existence I do not know. Perhaps it has been needed - I had even included library equipment catalogs as showing what equipment was available to archivists. I would recommend that you get in touch with Mr. Carasay to find what is available, and if it is all the you might find it worth while to spend several days looking it over.

I will be glad to talk with Mr. Hays and you at your convenience, and for as long as you desire. I will be available all of the week of June 11-15, except Wednesday, the 13th of that month when I have another commitment.

In reading your questionnaire I realize that you are "way off" in many of your assumptions about me and the influence upon me. It may be a helpful preliminary to our conversations if I discuss some of your hopes here. I hope you cannot find me so far from the truth, however, as to my own career. When I was in college there were only three professions open to women: teaching, nursing and library work. As no better authority than a teachers suggestion that "Because Margaret likes to read, she should become a librarian," I therefore took the 2 year graduate course in Library Science at the old New York State Library School at Albany, taking a BLS in 1915. I was then the first year in the new State Education Building after the 1911 State library fire had destroyed all the old State records. Of course we heard a lot about the fire and saw some of the attempts being made to restore some of the manuscripts. I had majored in history and had taken my Master in it in 1914. My first job was in the Vassar College library where I was a complete misfit and decided library work was not for me, unless I could get into the historical library field. We had summer off in those days and I went back to the University of Chicago every summer. In 1918 I got a two year fellowship before taking that up I had started some months earlier a collecting of manuscripts in the Department of Archives and History at the Indiana State Library.

I attended my first American Historical Association meeting in 1915. That was the  
turning point in my career. Walter D. Wilson and a Mr. Simon, of the Capitol Architects  
was offering an illustrated lecture on the need for a National Archive Building.  
I rode back to Poughkeepsie with Prof. Henry Salmon, head of the History Depart.  
ment at Vassar. I exclaimed, "And, that is what I want to do - I want to  
be an archivist!" She was sympathetic and advised me, "Be ready for  
it. Read everything you can find on the subject, and if the opportunity  
comes you will be ready." The story of a series of lucky breaks that  
resulted in my becoming Illinois' first archivist is neither here nor there,  
but for influences - none that you surmised were true. In Illinois  
there was practically no sentiment for an archival agency on the part of  
officials - all the inging was on the part of historians. The Illinois Historical  
Society and the History Department of the Univ. of Illinois, particularly  
under the leadership of Clarence Alvord, had laid the groundwork through  
the publication of "Illinois Historical Collections" in which some of the  
most important historical archives had already been published. Under their  
inging Walter D. Wilson had published a proposal for the organization of an  
Illinois Archives Department. I of course contacted these people. My  
soundest advice came from Mrs. Jessie Palmer Webb, head of the  
State Historical Library. She said, "when your appropriation comes up  
before the Legislature you are going to be asked, 'Illinois already has  
one historical agency, what's the use of another?'" She pointed out that  
my big job would be to sell the State officials the idea that an archivist's depart-  
ment could be useful to them. How I was to accomplish that was up to me.  
Before starting the work here I went to all the archival agencies in the country  
and picked up ideas here and there. Most helpful were  
Dr. Leonard of Connecticut, the Virginia State Library and, greatest of all, Dr.  
Jameson, who gave me a charge to make a survey for the N.A.A., attached  
a number of his staff, Dr. Merrill, who spent several days taking me  
everywhere in Washington. My most valuable suggestion came from Mr.  
Stiles, Sr., of the Iowa Archives. He had started out as a clerk and had  
worked out his own procedure. Most of his records were comparatively

so recent. He had, without understanding the philosophy of it, guessed the importance of preservation, and his history of Iowa State Department was the first and most original of I am not mistaken. I immediately began the compilation of a similar manual in Illinois which I subsequently carried down through this year 1943. This study gave me my clue to the basic principle that an activist who knows what is done well kept and when it is done is more efficient than a clerk who knows only current procedure. I developed this theory in a paper I read before the Public Records Commission of A.H.A. in 1928. The paper was received in stony silence. Only one man, Milo Crespi, blushed and said "Margaret, you are noble. I am on my way about of them and they don't know what you are talking about." Practically the same paper was read six months later before the National Association of State Librarians, and was enthusiastically received, and became a minor classic. And today I do not even have a copy!

Major influences - Hilary Jenkins' Manual of Archives was my Bible. Jenkins and Ireland - Miss Skelton's law background - did no influence. We were coordinate, each operating separately and in the early days, reporting directly to the Secretary of State. I have always been fascinated by law and today I would certainly study law.

As I wrote Victor Jones, your volume might be entitled "Little dog chases car" and the next volume would be "little dog catches car." What is he going to do with it? And we have all been so busy with the chase for the National Archives Building that nobody seemed to give much thought to what next. So I look back on it. I am deeply appalled at our impotence. Perhaps I can add some observations.

As I hear we talk, I'll leave the rest of the questionnaire until you come. But let me say I am 81 years old and far from young and don't expect to get by with just in hours or two interviews. I am looking forward to our meeting. I am yours truly, Margaret C. Norton

Received May 31, 1973

1103 South Second St.  
Springfield, Ill. 62704

Mr. William F. Birchall

804 C Eagle Heights

Madison, W. Va. 53705.

Dear Mr. Birchall:

I don't want to bore you to tears before you even get here. Your questionnaire brought up subjects I hadn't even thought of since my retirement, and as I got out of the profession "lock, stock and barrel" at that time I am not too sure that my memory may not be faulty. I found myself groping for forgotten names and incidents. For my own edification I wrote down my reaction to your questions with the idea that it might save some time and details when you come. It occurs to me that it might be helpful to you in organizing your interview(s) with me if you had had time to ponder my replies and to ask for clarification where necessary.

My typewriter wore out even faster than my body and has been discarded and not replaced. My apologies for submitting this in my wretched handwriting.

I am looking forward to seeing Mr. Ham and you soon.

Sincerely,

Margaret C. Nelson

1. My background

In my letter detailing my preparation for work in the Archival Field I replied only as regards my actual educational preparation. At the time of my appointment to the Illinois Archives I was well established on the staff of the State Historical Society of Missouri, located on the campus of the University of Missouri at Columbia.

2. Influences on my emphasis on the archive agency as an administration unit of government. As I wrote you before, my greatest influence was

Jenkinson. The <sup>Illinois</sup> Efficiency and Economy Committee's report of 1915 (?) was a fait accompli so far as the decision to put the new Illinois

archives agency under the State Library was concerned. There is an historic rivalry <sup>in Illinois</sup> between the two elective officers, the Governor and

the Secretary of State. Which should get the Archives? If it were to go to the Governor, it should go under the State Historical Library.

Mrs. Weber, the State Historian fought vigorously for an independent archival agency. "If it goes under the Historical Library it will be

just an elbow in that library, administered as such and it will never amount to anything." If it went to the Secretary of State

his constitutional powers as custodian of the <sup>succession</sup> of the Constitution and such supporting records of the Constitutional Conventions;

the fact that all records of the General Assembly were deposited with with him at the close of each session; above all the fact

that he is custodian of the Great Seal, records of all official acts of the Governor;

the large departments such as the Index and Executive Departments (General Assembly records; pardon and parole records of the Governor; election records; <sup>made of State</sup> land patents, etc., etc.; the Corporation

department (grants & supervisory charters); the Securities Department which supervises the sale of securities; and the licensing of automobiles and their drivers - all these put the major archives within the scope of the Archives. Under the Civil Administration Code, than

were to be no small independent agencies. All departments under the Secretary of State were political, only the State Library was recognized as professional. Several of the larger state archival agencies were under their respective state librarians and that quite adequately. E.g., the Illinois Archives became a division of the State Library.

3. I was only influenced by the efficiency and economy movement to the extent of trying to make my position in the government work as well as possible. My archival philosophy had felled long before Prof. White's book came out. I felt quite strongly that the political science people should take an interest in archives. Prof. White was the only one of that profession whom I could even interest. He and I saw eye to eye on the subject and he was particularly interested in and sympathetic to my proposal for a joint ~~the~~ University of Chicago - Illinois archives training course. On account probably of the 200 mile distance between the two institutions, we never had but one applicant, a man obviously not qualified. If this proposition had worked out, I think it might have resolved the long and bitter struggle between librarians and historians for dominance over archival training. I think the Political Scientists could and should have taken the leading role there.

4. Miss Harriet Skogh was never State Librarian. The Secretary of State is the State Librarian (and since the 1957 reorganization of the Archives and Records Management Dept., he is also State Archivist). The 1921 State Library Act called for an Assistant State Librarian under whom were to be three "superintendents" or divisions: the Extension Division, the General Division and the Archives Division. Miss Anna May Price headed the Extension Division, Miss Skogh, <sup>Superintendent</sup> ~~Superintendent~~ <sup>Miss Skogh, Superint.</sup> the General Division and <sup>the</sup> ~~the~~ Archives Division. No Assistant State Librarian was appointed until 1937 when Miss Helene Rogers was put in charge. She was more influenced by Miss Price than by Miss Skogh. Prior to Miss Rogers' regime each division was independent under the Secretary of State.

Miss Skogh was not a lawyer who became a librarian, but a

librarian who became a lawyer. She came to the State Library as a young high school graduate and worked up. She found herself surrounded by other library employers who for the most part were at least college graduates and many technically trained librarians. At that time the only institution of higher learning in Springfield was a law school, so she graduated in law and was licensed to practice. She was a brilliant woman and an excellent administrator but she never was as legalistically minded as I, and certainly never inflexible in that respect.

The only place where our two divisions impinged upon one another was in the matter of State documents. Since she had been particularly active in the matter of collection, I made no attempt to duplicate this collection, though, of course, State publications are archival in nature. Of course, I did have some duplicates, especially covering the earlier period.

5. I do not think it quite fair to say that "in the 1920's historians came to lose almost all interest in archival affairs." If you read 'Jordan' account of those years you will realize that not only A.H.A. but many individual historians were strong supporters of the movement for a National Archives. The Public Records Commission had stimulated interest in state records through its publication of state archival inventories. By the 1920's there were many more people who had become custodians of archives, not <sup>only</sup> governmental but other types; also there were public and private institutions making concerted drives to accumulate manuscripts from private hands. Perhaps the best funded and most aggressive of these was the Mc Cormick Historical Society collecting agricultural history under the ~~supervision~~ guidance of Herbert Kellar. We were all conscious of the woeful lack of practical techniques and the program for most of that decade were largely given over to what we hoped would be a manual for archival administration. Since this was more or less technical I suppose historians did show less interest in the meetings.

6 The social upheavals of the 1930's shook up the American Historical Association and the creation and organization of WPA, especially the Historical Records Survey drew heavily on the historians for support and guidance. I think that rather than any deliberate reorganization accounts for the dominance of historians in the membership in the Public Records Commission. I have a feeling, probably I am being uncharitable about it, that for some of the members their appointments were prestige honorariums, little else. Certain it is that the public meetings became quite desultory. Never once while I was a member of the Commission did the Chairman call for a <sup>committee</sup> meeting of the Commission nor ask us for advice. One time the Chairman neither came to the Convention nor arranged for a session. Some of us on invitation felt that there should be an opportunity for a discussion group, so I, being the only member of the Commission at the convention, arranged for and held a meeting. It was well attended and we had a lively discussion as to what the Commission should undertake in the future. Dexter Perkins, secretary of A.H.S., was furious and wrote me the most insulting letter I ever received; the chairman, to whom I reported, was polite, but reminds me that he was chairman. This is unwritten history, and probably not left unwritten, but it will give you one person's too subjective background story.



# 7. Preliminaries to the organization of A.A.

It is true that several of us archivists feared that a separate archival society would be too small and too poor to survive. Dr. Connor gave the impression that he felt the same way - at least, he was always non-committal on the subject. We hoped that a reorganized Public Archives Commission sponsored by A.H.A. would give us sufficient clout until our numbers increased. It soon became evident that the historians who controlled the Commission were unsympathetic - they were interested in archives only as supplying some material for research. At the Washington meeting preceding the Chattanooga meeting both Tom Owen, Jr. who was then, if I remember correctly, historian of American Legion, and I, separately, held heart to heart talks with Dr. Connor. He told us that he felt very strongly that a separate organization was necessary if archivists were to be recognized as professionals and our organizations kept out of politics. That was my particular problem. If there were no training archivists, why couldn't I take anyone and train them? - Andrew Jackson's theory: If government is too complicated for any hill billy to handle, make it simple enough for <sup>him</sup> them. It got to be a sort of joke with my State House colleagues - "If you've got drinks and mischief just send them to Miss Hatten". Elmer Pomer commented after an inspection trip many years later that I seemed to have done most of the work myself <sup>in the early days</sup>. There was a period when about all I could do with some of the staff was to try to think of things to keep them out of mischief. An example of what I was up against, I remember one day, rather early after we moved into the Centennial Building, that I was worried about our running out of space as so many records were coming in. I went away on a convention and when I returned my chief clerk proudly showed me how she and the staff had spent all the time I was gone rearranging the shelves, and "See, we have saved almost a third of the space." ~~wherever~~ whenever there was a

a vacant space, that has been filling with books from somewhere else! Imagine the time I had macrambling the alphabet! Of course, some of my staff were capable and willing to learn and the misfits soon eliminated themselves. But the situation did not ease much for me until Miss Rogers took over as Assistant State Librarian, she was sympathetic to my need for a professional staff. I could see that Dr. Connor was worried about the danger of rationing in the U.S.

Dr. Connor disagreed with those who felt that we were too few in number to support a separate organization. He said that he did not ~~to~~ favor a trade union sort of society - that membership should be open to anyone interested whether he were a <sup>practicing</sup> archivist or not. Manuscript questions had many mutual problems; editors of presidential and other arch-manuscript material would join. Julian Pappas, <sup>editor of the Jefferson Papers</sup>, was especially interested. Many historians and potential archivists would surely join. He was interested in ~~the~~ formation a department in the U.S. which would coordinate and eventually take over the editorship of such collections.

He felt very strongly that if we would never be recognized as a separate profession unless we had our own organization, our own trade journal and through these set standards for training, etc. But he felt even more strongly that the National Archives, though it would support such a society must never dominate it or let anyone think it wanted to do so. For that reason he must not do anything overt in the matter.

Tom and I got together and constituted <sup>ourselves</sup> an informal committee to talk up the formation of an archival society. Tom Martin, who had been a candidate for National Archivist, joined us, though I am quite sure, on his own. Presumably Solon Buck and Dr. Jamieson knew of Dr. Connor's feelings, but were not in a position to take any initiative. I doubt if Dr. Connor talked so freely to ~~Tom~~ <sup>anyone</sup> as any other but Tom (even and myself (myself because I was on the Public Records Commission)). At least as I talked and corresponded with other archivists, I never got an

insisting that they thought Dr. Connor was back of it all.

At Chetumal the next year the A.H.Q. members were housed in headquarters hotel by a severe ice storm. I never attended so many "bull sessions" in my life as at that time. It was very easy to crystallize sentiment for the proposed society and a committee was formed to draft a proposed constitution. I was on it but do not recollect who else. Selon was chairman and drafted a proposed constitution which was accepted at the organization meeting in 1936.

8. The state archivists were all "for the society."

9. My disagreement with the Benois report on determining of archivists was based on my belief, then and now, that Dr. Benois really had no qualifications for judging what was necessary. He had never had charge of an archival agency or worked in one; his sole experience with archives was that he had consulted them in connection with historical research. He showed no conception of the meaning of preservation as it affected the way you prepared legal records for use. He implied that a Ph.D. in history was as qualified a person as an archivist. I suspect that if he had been confronted <sup>by</sup> a collection of archival records he would have been tempted to sort out what he considered to be of historical significance, <sup>would</sup> refuse these by <sup>unwise</sup> neglect and ignore or even permit the destruction of the rest.

The point I was trying to make was that an archivist requires other technique than simply training in historical research, just as a Ph.D. in English does not necessarily qualify a person to be a librarian. Archivists need training in their technical fields, analogous to that of a library school. Because I had just been in library work, archivists thought I meant that they should go to library school. Because there are certain overlapping <sup>techniques</sup> - for instance, the physical preservation and repair of manuscripts and old books, I thought perhaps an archival course could be grafted onto a library curriculum.

as a student.

As you know, Selon Buck gave the first course on archives at the Harvard History Department, in 1938 or 1939; and I gave the first <sup>such</sup> course in a library school at the summer session of 1940 of the Columbia University School of Library Science. Both Selon and I thought of our courses as a help to the discussion about where the technical course belongs. Several members of the school faculty took my course "to find out what it is all about." I must have convinced them that while both librarians and archivists are engaged in preparing our material for "information retrieval," the philosophy and technique of the two professions are quite different. At any rate, we heard no more of the proposal of Dr. Williamson, director of the library school, that Columbia was receptive to the idea of an annual summer institute on archives at its library school.

10. The chief problem we met in attempting to establish an archival training course in connection with the Illinois Archive was the distance between the institutions - ~~Chicago~~ <sup>Chicago</sup> 200 miles, Champaign - Urbana 100 miles. The University of Chicago was the more receptive - the history, political science and library school departments all agreeing to cooperate. We in Springfield could offer an internship with a very small salary. I don't remember now under what department it was announced, but the <sup>university</sup> ~~catalog~~ one year announced an internship there, with credit. We could offer no guarantee of employment, the whole idea was too new to attract graduate students. We had only one applicant, a young history student whose transcripts showed a major in Jewish history, no course in American history and no grades better than B or C. He obviously was a misfit and we did not accept him.

At Illinois we reached an impasse with Phineas Winsor, head of the library school. He was also the chairman of the Illinois State Library Board and he and I never saw eye to eye. He insisted that an archival agency was just another kind of library and

there was no need for any other kind of training than his school gave - oh, perhaps a few lectures, that was all. See my article in Illinois Libraries for March, April (I don't have a copy of this) and May 1939, Second "Archives and Libraries". This March number also announced archiving internships, open to candidates for the Ph.D. degree in History, Political Science or Manuscripts & Rare Books at an Illinois University, on nomination of the head of their department. These students must have completed one semester's work beyond the M.A.

As I say, this proposal brought no graduate students, but we did have one intern, a young woman from Brazil who had won a year's fellowship for study in America from her government in a competitive examination in which their more capable young civil service employees competed. I am ashamed to say that I have forgotten her name. She had spent six months at the National Archives which sent her to us for three months. Her first three months were spent in travel through the U.S.A. She was a bright young woman and I felt she was fairly well grounded for archival work. I lost track of her after a year or two - I suspect she got married - she wasn't "fully emancipated." It would have been better if she had come here first rather than to Washington for the M.A. was too vast for her to comprehend. I took the occasion of her visit to subject my staff to a course on archival technique.

11. Dr. Kuhlman of the A.R.C. Committee on Archives. Dr. Kuhlman was by experience and interest a public documents librarian. I do not think that his library interests were detrimental to archival interests, for it was Robert Rinkley and he who got us interested in microphotography. There was a period when we thought microphotography was going to solve all our problems. It was only later that experience showed up the limitations and finally added one more headache. Dr. Kuhlman and other librarians insisted that because our objectives - retrieval of data, archives and libraries was the same. What gave weight to their claim was that his approach was that of the researcher

who doesn't particularly care whether he has to use manuscripts or printed materials, Dr. Kuhlman and all those other pre-library approaches failed to grasp the legal implications of archives which require other techniques in the preparation of archives for use for posterity. It has always irked me that, despite my screams <sup>to the contrary</sup>, archivists have never forgiven me for having started my career as a librarian, though actually I had even more historical training. I never wrote my doctoral thesis because I felt my organizational work at Wisconsin State and Illinois <sup>the</sup> Archives was too important for me to be using my energies on a thesis. Incidentally, and apropos of all this, my presidential address was "Some legal aspects of archives."

12. There was a good deal of dissatisfaction with Dr. Beese's editorship of The American Archivist. We felt that it was stogy in format, too much of a scholarly journal. We thought a livelier format and more emphasis on "how to do it" would attract more subscribers. I do not know how much Dr. Beese shared this, but he gladly offered his resignation. And as usually happens, the fellow who talks the loudest is made chairman - so I became the second editor. I found as subsequent editors have also discovered, that it is easier to know what sort of articles you want than to get them - most writers preferring to be invited than popular. I also realize, and I think prove, to everyone's satisfaction, that despite the fears of the national archivists that it might dominate the profession, it is almost necessary for the editor to be in Washington in order to be au courant with what is going on in the profession. All my editorial staff were in the N.A. I turned over my correspondence file to my successor Karl Jansen. If you can locate this you will doubtless find much of interest to your study.

804C Eagle Heights  
Madison, Wisconsin 53705  
June 1, 1973

Miss Margaret C. Norton  
1105 South Second St.  
Springfield, Illinois 62704

Dear Miss Norton:

Thank you very much for your two interesting and delightful letters. I'm not surprised that I am "way off" on a number of points. This is due, in part, to the fact that I have had to rely on circumstantial evidence. The risks of doing so is evident from the false inferences I had made. In examining the relationship between archivists, historians, and librarians, and the activities of the Conference of Archivists, there is a substantial amount of material covering the period prior to WWI, particularly in Leland's files in the AHA Archives. Newsome's files as Chairman of the Public Archives Commission are also there, beginning in 1932. Other collections have also been helpful but there is a paucity of material covering the 1920's. Therefore, I found your response very helpful and enlightening and I am more eager than ever to talk to you and examine your papers. I've written to Mr. Cassady regarding the latter.

In fact, in light of that matter, I would like to suggest that I postpone my trip until the week of June 18-25. This will give him time to reply. Furthermore, I would like to examine your papers before we get too involved with the interviews. As you noted, your responses have helped me already to better organize my thoughts for the interviews and I am sure a look at your papers prior to the interviews is also necessary. One last reason, I just received a letter from Dr. Brooks and he mentions some papers of his in Missouri. I am writing him to find out exactly what they are. It may be necessary for me to go on to Independence from Springfield, although I doubt if there is anything I haven't already seen in the SAA records. But I would like to give him time to respond. Does this meet with your approval? I guess my schedule isn't as flexible as I thought. At any rate, as I see it now, I would arrive in Springfield Sunday evening or Monday morning (June 18). I usually underestimate how long it will take me to go through a collection but it might be best to put in at least one day at the Archives before we start the interviews. Anyway, if this sounds alright to you, I will call you on June 18 and we can make specific plans.

Your remarks have raised other questions but I shall wait until I arrive in Springfield or possibly I can send you another letter before that time. That might be best. Perhaps I can also include a synopsis of my study to give you some idea of what I'm trying to do. For now, I wanted to check with you about the change in plans and to thank you for cooperation thus far. You've destroyed

a chapter of my dissertation but it wasn't a very good one anyway and I thank you for it. Now I feel there is a chance of making a much better one. Thanks again.

Sincerely

William F. Birdsall

P.S. Last night I listened again to a tape of my interview with Dr. Brooks. His assesment of the situation at the NA in the early years was similar to yours--"None of us really knew what we were getting into." Incidentally, did you know he is doing an oral history project relating to the history of the National Archives? Another item that might interest you is a dissertation by Robert Simpson on The Origins of the Southern Departments of Archives and History, Univ. of Mississippi, 1971.

*Have Carl & Corne*



Margaret C. Norton  
1105 South Second Street  
Springfield, Illinois 62704

June 6, 1973

Dear Mr. Rindall:

As I expect to be in Springfield all this month it will be convenient for me to see you later, in the week of June 18-23.

I must warn you that you will find the hotel situation very tight, what with the General Assembly making sojourment bringing in many lobbyists, numerous tourists (we are the Lincoln country, you know), always several conventions in town and the school buses are still coming. We had three excellent hotels but all went bankrupt, ~~two~~ of them discontinued years ago. The third, the St. Nicholas Hotel (best food in town), is Democratic headquarters and always crowded. It has filed for bankruptcy but still limping along - may close next month.

The first class central city hotels are as follows:  
The first class central city hotels are as follows:  
Mansion View, a Quality Court Hotel, is the largest and best, across from the Governor's Mansion and 2 blocks east of the Capitol grounds. The Lincoln Tower Apartment Hotel, expensive, is across the street from the Centennial Building and next to

Attorney General Building, The State House in (Western  
Motel) is a block north of the Capital Grounds.

It is doubtful if you could get into these. Downtowner  
Motel is further out, across from St. John's Hospital  
on N. 9th (Capitol is on 2d) and caters to hospital  
clients. I don't like the food there. Travelodge, of that  
chain is also on 9th (South) about 9 blocks from the  
Capitol, across from the Lincoln Home area. I have not  
been in it, but from the outside it looks so-so.

Long last but is probably the down town Howard  
Johnson - quite typical of that chain but comfortable.

It is at the corner of S. 5th + Allen, and is just  
3 blocks east of my home. Howard Johnson has

another motel on the East by-pass, along with  
the Sheraton and Holiday Inn East and the three  
cater to conventions and are several miles from  
downtown. Along the main southern exit of the  
city are several good motels including Holiday  
Inn South, Ramada Inn, Southern View and  
Bell-Air. If you cannot get in a downtown motel  
I would prefer these to the eastern ones and  
they are closer to town. There are other motels on the  
northern and western fringes, but these are older  
I cannot recommend any of them.

→ If my material at the Archive is intact, I would think it might take several days to go through it. You should also go thru the files of the <sup>Boarding of</sup> National Assoc. of State Libraries and the Illinois Librarians. I no longer own a copy of Beland's proposal from Illinois archive. As I recall it, I had not seen this prior to planning the organization of my department and do not know to what extent it coincides with what actually happened.

It would be helpful if you were to send a supplemental list of questions for me to handle before you come. I think it would be helpful also if you were to bring my earlier reply along, otherwise you are likely to catch me in all sorts of contradictions, which I would like to straighten out with you while we are together. You must realize that I had to conform to an official line which did not always correspond to what I might recommend to others.

You must allow some time for the conventional Lincoln Tour. Unfortunately, I no longer drive so I cannot be helpful here; however, I am sure Ted Cassidy can make arrangements for you. If worse comes to worst, there is a sightseeing bus that makes the rounds, though I don't know when it starts, I assume that you will be driving, as

it will be hard to get her from Madison otherwise.

I am disappointed that Mr. Ham cannot accompany  
you, as I am anxious to meet him. I don't think  
I have.

Happy hunting!

Margaret C. Norton

804C Eagle Heights  
Madison, Wisconsin 53705  
June 12, 1973

Dear Miss Norton:

Thank you for the run down on the motel situation in Springfield. I will probably stay at the downtown Howard Johnson. I am enclosing more questions which essentially ask you to elaborate on points you have already raised. I anticipate that as I examine your papers (haven't heard from Illinois Archives yet), review your writings again, and talk with you, additional questions will arise. You probably are aware of important points which should be discussed that I have not thought of. I will appreciate any ideas and suggestions you care to make.

Thus far I have examined the following collections either at the State Historical Society of Wisconsin, the Library of Congress, the National Archives, or the New York Historical Society: Jameson, Leland, Buck, Dorsey Hyde, Herbert Kellar, SAA, AHA, NA Central File, and Victor H. Paltsits. Today I found out that I have received traveling funds in order to go to North Carolina to see Connor's papers. I also hope to make it to Minnesota to see some early Buck papers and those of Theodore Blegen but time and money are running out. The AHA records were particularly good for Leland, Paltsits, and Newsome material. The Buck papers (1935-48) were also rewarding.

I will bring copies of your letters as well as other material that may help our discussions. I will probably arrive in Springfield in mid-afternoon, June 18. Perhaps I can drop off this material with you at that time and then find out what the situation is at the Illinois Archives. We could then get down to business (and pleasure) on Tuesday perhaps.

I will be driving so maybe you can still give me the Lincoln Tour if you want. At any rate, I am looking forward to seeing you soon.

Sincerely,

William F. Birdsall

June 12, 1973

1. At the New York State Library School you heard about the 1911 fire at the State Library and saw attempts at restoring manuscript material. Did the School's curriculum give any attention to the collecting and organizing of manuscript material?
2. You considered yourself a "complete misfit" in library work and decided it was not the field for you. In light of the fact that later, some archivists "have never forgiven" you for starting out in librarianship, it would be interesting to know why you considered yourself a misfit as a librarian.
3. I disagree with your statement that the story of how you became the first archivist at the Illinois Archives Division is "neither here nor there." Because of your importance and that of the Archives Division, it would be interesting to know how you happen to be there at that time.
4. It appears that Mrs. Jessie Palmer Weber served as a wise counselor to you. She realized the importance of an independent archives department and the need to justify it to legislators in pragmatic terms. Can you recall when she gave you this advice? (She died May 31, 1926)
5. You mention others who were influential. While it is difficult perhaps to ascertain their individual contributions to your own thinking, maybe we can attempt to do so to some extent. For example, you note that you visited archival agencies throughout the country and remember especially Godard at Connecticut (heard yesterday his correspondence is mostly destroyed), the Virginia State Library, and most of all Dr. Jameson. Can you remember what in particular was notable about these places or individuals? *Lahey - Putnam*
6. You stated that Leland was also an influence, however, you evidently did not refer to his 1913 proposal for an Illinois archives when you were organizing your department. What was his contribution?
7. You stated that it was Cassius Stiles' manual on Public Archives (1928) that gave you the clue for your paper on the archives department as an administrative department of government. Can you expand on this? Why do you suppose this paper was better received by the state librarians than the conference of archivists? *W.C. + rough 1922*
8. The most important influence was Jenkinson's Manual (1922). Were you aware of this book when it first came out? Were others in archives work aware of it?
9. Didn't your own experience at Illinois also indicate the need to consider the requirements of the government officials in contrast to historical researchers? You noted at the time they used the archives more than scholars.

*Van  
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Schrie*

*James  
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Johnson  
Hays*

10. You say that if the arrangement between the University of Chicago and the Archives division had worked out for training archivists, "it might have resolved the long and bitter struggle between librarians and historians" for dominance over archival training. How so? In what way should the political scientists have taken the lead?

11. You mention a meeting of archivists organized by you at the AHA meeting. What year was that? I am not sure that it should remain unwritten history. To me it reflects the schism that had been evolving between archivists and historians since the first World War. It has been my impression--or hypothesis-- that after the passing of the first generation of professional historians--Herbert Baxter Adams' generation--there was little interest among the general membership of the historical profession for archival affairs. What interest remained was carried on by Jameson and Leland at the Carnegie Institution. Indeed, Jameson carried on the fight for the National Archives and Leland initiated the Conference of Archivists. The AHA lent its support to the first objective and for a time to the second, but it was the Carnegie Institution that was the innovator with regard to archival affairs. And, as you note, historians were always more concerned about the preservation of archives rather than their administration.

12. I am not sure I understood your letter but it seems you say Connor gave the impression he felt a separate archivists' society would be too poor and small to survive but that actually he did not agree with this idea. Could you clarify this?

13. You also state that there was the hope the Public Archives Commission would be reorganized to give you more clout until your numbers increased. In 1932 Newsome was made chairman. Was this the reorganization you are referring to? Can you elaborate on the idea that historians were unsympathetic to your aims?

14. As I understand it, you approached Connor at the 1934 AHA annual meeting on the possibility of organizing an archivist association. Owen, Jr. did the same, but you two were not aware of each other's action? Were any others discussing the possibility? Why were Jameson and Buck not in a position to take a more active part?

15. As you state, you were on the committee of ten appointed at Chatannoga to draft a constitution for the SAA. The executive committee was Buck, Leland, and Curtis Garrison of Pennsylvania. The correspondence in the SAA files reveal that there was some concern whether members should be "concerned" with archives or "engaged" in archives work. There was concern about making it a professional association. Yet, once the SAA was formed, membership qualifications were interpreted so broadly that almost anyone could join. For whom did you see the society?

16. In 1937 you and others attended a meeting ~~of the~~ sponsored by the ALA Archives and Libraries Committee where C. G. Williamson of Columbia stated archives work was a subordinate part librarianship. Do you recall that meeting? According to a letter of Dr. Brooks' to Newsome, you and Victor Paltsits responded to Williamson's remarks. In light of his attitude--or was it because of it--how did you come to teach a course there?

*information returned*  
17. Phineas Winsor seemed to hold views similar to those of Williamson. Was their attitude characteristic of librarians at that time? Can you elaborate on your differences of opinion?

18. Was it your differences of opinion that prompted the series on "Archives and Libraries" in Illinois Libraries?

*see 1947*  
19. You were unable to attract graduate students to your training program. Were the history and library science departments promoting the program?

20. Pease had a problem of getting people to contribute articles to The American Archivist, and I take it you did to. Why was this so? Too few archivists? Too little experience?

21. I am intrigued by your statement that you had "to conform to an official line which did not always correspond to what I might recommend to others." Can you elaborate on this?



1. At the New York State Library School you heard about the 1911 fire at the State Library and saw attempts at restoring manuscript material. Did the School's curriculum give any attention to the collecting and organizing of manuscript material?
2. You considered yourself a "complete misfit" in library work and decided it was not the field for you. In light of the fact that later some archivists "have never forgiven" you for starting out in librarianship, it would be interesting to know why you considered yourself a misfit as a librarian.
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4. It appears that Mrs. Jessie Palmer Weber served as a wise counselor to you. She realized the importance of an independent archives department and the need to justify it to legislators in pragmatic terms. Can you recall when she gave you this advice? (She died May 31, 1926)
5. You mention others who were influential. While it is difficult perhaps to ascertain their individual contributions to your own thinking, maybe we can attempt to do so to some extent. For example, you note that you visited archival agencies throughout the country and remember especially Godard at Connecticut (heard yesterday his correspondence is mostly destroyed), the Virginia State Library, and most of all Dr. Jameson. Can you remember what in particular was notable about these places or individuals?
6. You stated that Leland was also an influence, however, you evidently did not refer to his 1913 proposal for an Illinois archives when you were organizing your department. What was his contribution?  
*Did anyone else refer to his report?*
7. You stated that it was Cassius Stiles' manual on Public Archives (1928) that gave you the clue for your paper on the archives department as an Administrative department of government. Can you expand on this? Why do you suppose this paper was better received by the state librarians than the conference of archivists?
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- 9[ Didn't your own experience at Illinois also indicate the need to consider the requirements of the government officials in contrast to historical researchers? You noted at the time they used the archives more than scholars.

10. You say that if the arrangement between the University of Chicago and the Archives division had worked out for training archivists, "it might have resolved the long and bitter struggle between librarians and historians" for dominance over archival training. How so? In what way should the political scientists have taken the lead?

*James Rank Watson at Library School?*

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*Had he time to hear talk? What precisely?*

15. As you state, you were on the committee of ten appointed at Chatannoga to draft a constitution for the SAA. The executive committee was Buck, Leland, and Curtis Garrison of Pennsylvania. The correspondence in the SAA files reveal that there was some concern whether members should be "concerned" with archives or "engaged" in archives work. There was concern about making it a professional association. Yet, once the SAA was formed, membership qualifications were interpreted so broadly that almost anyone could join. For whom did you see the society?

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17. Phineas Winsor seemed to hold views similar to those of Williamsnn. Wasetheir attitude characteristic of librarians at that time? Can you elaborate on your differences of opinia~~nn~~<sup>nn</sup> Working with Pierce Butler at Chicago. Lib<sup>+</sup> know distinction between archives & histor<sup>nn</sup>ms.  
18. Was it your differences of opinia~~nn~~<sup>nn</sup>that prompted the series on "Archives and Libraries" in Illinois Libraries?

19. You were unable to attract graduate students to your training program. Were the history and library science departments promoting the program?

20. Pease had a problem of getting people to contribute articles to The American Archivist, and I take it you did to. Why was this so? Too few archivists? Too little experience?

21. I am intrigued by your statement that you had "to conform to an official line which did not always correspond to what I might recommend to others." Can you elaborate on this?

1. I probably had some lectures on the subject of manuscripts though I do not recall any specific course on the subject at the U. of S. Library School. Dr. Van Een, curator of the Dutch archives was still around - a remarkable creature and I doubt if I ever met him. He was too busy with his salvage operations to pay any attention to mere students. I do recall one incident in a class on library architecture. The teacher was telling us that we must never consider any but steel shelving - fire proof, easy to keep clean, etc. Some one from the State Library staff who either overheard <sup>was present</sup> him as peering in the hall or who, for some reason unknown to me, interrupted from the rear of the room with a loud snuff, "If we had had only steel shelving in the old building we wouldn't have a single manuscript today." Then he or she went on to tell what happened. It seems that the old Dutch records were kept in cramped quarters on wooden shelves, the oldest, fortunately on the bottom shelves. When the fire reached this section, the top books and first wooden shelf burned and dropped, smothering the fire and protecting the records on the lower shelves. I remember this had to quite a discussion. Although this is the one specific instance of a classroom discussion on the subject, I am sure there were others and I certainly visited the workroom where rehabilitation was going on.

2. I do not care to discuss my disillusionment with the library profession. Among other things, I felt it too "cut and dried", inflexible, too much infused with the missionary spirit - people ought to be made to read, whether they want or not; the work monotonous with little opportunity for originality, etc. I do not care to go into personalities as I would have to do to explain why I left Vassar after three years, the ostensible excuse being to accept a fellowship at Chicago.

3. The story of my appointment as archivist is one of a series of lucky breaks. First of all, Secretary of State Emmons had had very unpleasant and acrimonious publicity on the part of Illinois librarians as a result of his having fired the head of the so-called General Division - for good cause as I found out later. His promotion

of Harriet Shogh was generally acceptable, and Anna May Price, the head of the Library Extension Division was one of the outstanding librarians in her field in America. Secretary Emerson was determined that his new archivist must be unquestionably professional. I had been out of the state for 9 years and had not happened to hear of the creation of the new Archives Division.

Meantime, a letter from Dr. J. D. Wyer, head of the N.Y.S. L.S., enclosed another of a civil service examination for editor for the Illinois State Historical Library. He said that he knew I was very happily located in the State Historical Society of Missouri, but after all, this was something in my own state. I took the examination and passed the written test, but I knew the position was to go to my friend and graduate school mate, Theodore Pease, so I notified the Civil Service Commission that I would not take the oral examination, but would they please keep me in mind if anything else along my line turned up.

Miss Shogh was looking for a Reference Librarian and Civil Service suggested my name. She realized I wouldn't be interested but reported to Mr. Emerson that I looked like a possibility. He instructed her to write to me, without mentioning him, telling me the position of Superintendent of Archives was open and suggesting that if I were interested I might write him giving my qualifications and references. I did so and did not so much as get an acknowledgment of my letter for three months - this was in the fall of 1921. One day early in January of 1922 I was surprised by a telegram asking me if I would meet him in <sup>his</sup> office the next day. I wired, "Yes." But that night there was a terrific storm and the next morning the taxi didn't come and didn't come. I was frantic for there was only one train a day in and out of Columbia then and, of course, no road road. Finally the taxi company phoned me that the taxi they had sent had been wrecked, but another taxi was on the way. When I got to

the station the train was about to pull out. I managed to scramble onto the last coach and the porter threw my bag after me. A close connection in St. Louis. No breakfast, all that excitement - I landed in Springfield with a terrible headache. Too much at stake to back out, I went to the hotel, washed my face and took some aspirin and plodded over to the Capital, Mr. Emerson said, "I am so glad you got here today for I have been calling you out of town for tomorrow." We talked a few minutes and he requested me to stay over a day and meet him day after next. I did as and imagine my surprise when he said, "Miss Norton, I have decided to appoint you the first archivist of the State to organize this new department." I felt like crawling under something, for I had been under the impression all the time that this was to head me of the divisions like the Reference or the Catalog Division - to an existing institution, not very important because I had never seen any reports on the Illinois archive. I braced up, and told myself - "I can do anything worse than fail. Take the job." That was Jan. 10, 1922. Dashed for three months before taking over, which he requested. Floyd Sherman, my boss would have been nasty about it as he had just, with great difficulty, won a major promotion and salary increase for me. But Floyd was a big man and we continued our friends until his death last year. The only reason I would consider leaving was the fact that he was only two years older than I and I realized there was a limit to how far I could go there. As a matter of fact, I retired before he did. I suspect the decision recommendation was the one from Prof. Lucy Salmon, of head of the History Dept. at Vassar. She told me later what she wrote - of how I had told her of my ambition to be an archivist back in 1915 and had turned to her for guidance in reading up on the subject. Harlow Lindsey, head of the Dept. of Archives and Library at Indiana State Library, under whom I had calculated the Tipton papers in the two summers between my two fellowship years at Chicago also was enthusiastic. He had wanted me for his permanent staff but had no opening.

4. Mrs. Jessie Palmer Walker, State Historian, was the one <sup>man</sup> whom I most naturally consulted as soon as I arrived. Mrs. Walker was a "great lady" in every sense of the word. A daughter of a former Governor, given a patronage job after her divorce. Taking this <sup>political appointment</sup> seriously, she had built up a superb Historical Library. I was ~~very~~ much surprised one day, not long before she died, to realize that I, who am only 5 ft 2, was actually taller than she. She had as much "presence" that I had always thought of her as a big woman. She also, half-jokingly reminded me, "Remember, in Springfield, 'ladies' don't work." However, I never had any trouble over that.

5. Your constant quizzing ~~me~~ about who "influenced my thinking" on this and that subject well, I fear me, Noble Chaurvinism. If I borrowed all my ideas from others, and in my day I have done plenty of brain-picking, how come that I was the first American archivist to insist that the archivist's first duty was to aid his fellow officials to give more efficient service on their records, rather than to devote all one's energies to the research scholar; also, why was this suggestion received with skepticism at first?

No, the major influence on my archival philosophy was absorbed unconsciously, but most emphatically, from my family background. At the time of their marriage, my mother was Deputy County Treasurer and my father Deputy County Clerk. My uncle Marcus Patton was <sup>County Clerk</sup> elected in 1889 and died in office in 1917, and my father was appointed to fill out his unexpired term. In Illinois the County Clerk, under the Board of Supervisors, is the chief executive officer of the county, and in that capacity creates a variety of records, on more subjects in the old days than now. Occasionally my mother would park me in my father's office while she attended her club. To keep me out from under foot, I was encouraged to play in the vault. It had a balcony and that had great fascination for me. If I could draw, I could today reproduce this colored cartoon over the doorway - a frantic search records volumes on a table, with

a sign over it, "But that book back where it ~~also~~ belongs!" In those days the public, chiefly of course, attorneys, had free access to the vault. In other words, I saw how and why records were being created, and how they were used. And I was subject to that atmosphere not only in the office but at home, for unlike most men, my father talked shop at home. He often issued marriage licenses there. In those days the county clerk made up the assessment books for the county ~~tax~~ collector. Because mother was an expert bookkeeper and because there were no adding machines then, father used to lay those big books down for mother to balance the books. No pay for that - it was taken for granted. We had a copy of the latest Illinois Revised Statutes over which father presided by the hour. Is it strange, therefore, that to me archives have always been primarily records of official business?

Yes, the first thing I did after taking office, was to take a swing around the East to visit state archives and Washington. I picked up an idea here or another there, but I think I got <sup>more</sup> about what not to do as to what to do. At Albany, it was chiefly <sup>more</sup> ~~about~~ <sup>about</sup> what not to do as to what to do. What archives they had were in the State Library, but, like all archives of the period they were treated as static objects, meant for historical research - no modern records.

At Massachusetts there was a fire in the State House and we could see the firemen through the ~~windows~~ <sup>play</sup> lights. To my horror, the archivist seemed not the least perturbed and instructed no procedure for evacuating the records in case the fire broke through. I also interviewed the head of the Vital Statistics Department, who told me scornfully that nobody used the archive but "old fellows with tobacco on their beards and camp on their seats who were hunting up ancestors."

At Connecticut I was shown the archive clerks sorting the colonial laws by subject. I had read the horror stories from the French National Archives which had also been averaged by subject and were then being re-sorted by provenance. But Mr. Goddard was most helpful to me in the matter of the repair of manuscripts to the then standard



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method of cephaline. I expect, I have no design in this. I have been in the years that followed he did the most of anyone in the matter of promoting me professionally. It was he who made me Secretary-Treasurer of the National Association of State Librarians and still later got me on the Public Records Commission of 1912. From Hartford I made a side trip to Taunton, Mass., to visit Mr. Hoard of the chief commercial cephaline plant. Subsequently I sent several volumes of our early Constitution and census records which had been badly damaged by mildew to Mr. Hoard for repair and binding. Several years later Mr. Hoard had a heart attack while reading a paper before the Public Records Commission and shortly afterwards died.

In New York I visited Dorsey Hyde, at that time in charge of New York City Archives, I was quite impressed by him and have never yet understood why he made such a noise of things at the National Archives by organizing that institution like a library.

I visited the Virginia State Library but the archives there were organized as merely historical manuscripts. Several years later I happened to be sitting <sup>at a meeting</sup> next to Morgan P. Robinson, a later archivist, when he received a telegram, "Bill introduced in legislation for organization of a new archives department." He blanched and left the meeting to phone Richmond. In a few minutes he returned and whispered, with a sigh of relief, "The state officials are setting up a department to take care of their modern records - those after 1863. That does not concern me or my department."

I don't think I visited Maryland at that time for the Hall of Records under Dr. Robertson had not yet opened. It must have been somewhat later that I visited the institution and was particularly intrigued by their method of stretching parchment as well as their other repair methods supervised by a professional book-binder.

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At Washington I went first to Dr. Jamieson. He was most kind. I think he was the one person in the country who understood the relation between archives and government. He said he didn't think he could give me much practical help, but that he did want to show me some "horrible examples." He detached Dr. Merrill of his staff who spent three or four days escorting me to all the major departments to see their records. I was particularly interested in the State Department records which seemed to be very well organized and cross-indexed and kept in neat filing cabinets. I also remembered the census records which were deplorably kept in one of the World War I "temporary" buildings on the Mall. Most of the 1890 census records were destroyed by fire here a few months later.

I spent some time in the manuscript department of the Library of Congress. Here again I was most cordially received, and especially given additional instructions in the repair division. Time was running out and I said <sup>at that time</sup> not <sup>to</sup> visit either the Alabama or the Mississippi archival agencies.

6. As I recall it, I did not meet Dr. Leland at this time. I think she was probably working in Europe at the time. Since it was he who had first called my attention to the archival field, I had followed his writings all the subsequent years. I do not recall just when I did meet him. At the time I came to Illinois I had not come across Leland's report on the Illinois archival situation, therefore I did not see it in planning. I gave my copy to the Archive Library and am vague about his recommendations. I believe the circumstances under which the pamphlet was written were the Superintendent of Public Instruction Francis Blair had visited the new (1913) State Education Building in ~~near~~ Albany, N.Y., and when it was decided to erect a new State office building in connection with the Centennial of the State in 1918, he proposed to make it an Educational Building like the one in N.Y.

The Board of Regents of New York comprised the Education Department, and under them were not only the Education Department but also the State Museum, the State Library, including the <sup>Library School,</sup> the historical man and the archives. He got various specialists in these fields, including Ireland, to write their recommendations. Now, in Illinois, the Superintendent of Public Instruction had no such widespread powers, and jealous State officials didn't intend to let him have his way. ~~These~~ <sup>These</sup> Plans had got to far as to decide to put the State Museum, State Library, State Historical Library in the building, but also to add much much needed office space. The result was the most non-functional building you can imagine. The Museum was shoved up into the attic - the air conditioning days - the State Library and the State Historical Library shared an impressive 3d floor room Reading Room - but their catalogs were on mezzanine levels 4 steps above the rail - none of the librarians got fat with all that exercise. Staff rooms of the two rooms were scattered on several floors, using also space originally designed for corridors. The archives workroom and reference room were on the 2d floor west, connected by a ramp with the 4th floor library stack; also we even got two low-ceilinged storerooms in the basement under the Auditorium. Some years later, one winter when most of Library Extension books were out on loan, my overloaded archives caused the lower floors of the stack area to buckle. To relieve some of the weight I set up some of the files in the office; then the ceiling of the room below fell and the walls cracked. Years later the then very old chief architect visited us and I couldn't be sympathetic when he fell down the monumental entrance stairway and broke an arm. The Archive Building also got a more impressive set of steps, over my protest, because "the two buildings must harmonize." Incidentally the old architect told me he considered the Centennial Building his masterpiece. It is beautiful on the outside.

That looks in fact a history  
of Iowa descriptions, with no  
photographed documents  
in applicable situation.

11  
So far as Libardi's recommendations were concerned, if I remember correctly  
his chief recommendations concerned the place of the archival agency in the  
hierarchy of state government. He recommended an independent agency which  
we did not get. I don't think his article made suggestions as to the internal  
organization of the department.

7. I did not state that <sup>I was</sup> Cassius Stiles' manual on Public Archives which  
gave me a clue to my paper on the archive department as an administrative  
time department of government. Most decidedly it was not. I visited  
the Iowa Archives Department in connection with attendance at  
the Mississippi Valley Historical Association meeting in Iowa City  
in the spring of 1922. Then I met Dr. Louis Peltzer who had  
been instrumental in getting a separate archival agency for Iowa.  
We talked at length about it. At Des Moines I found an archival  
department which at last struck me as being a real archival  
agency or hall of records, organized for and operated for the chief  
benefit of other state departments. Like Illinois, Iowa had no  
colonial records and relatively few records of strictly historical  
interest. It was like "History of Iowa State Departments", published  
some time before which gave me the inspiration for the much  
more elaborate history of state administrative functions which  
I began as soon as I returned to Springfield. Parallel to that work  
I began an inventory of all the records belonging to the Secretary of  
State. So I guess will have to give Iowa the credit for starting me off  
on the right foot.

I do not know just why my paper was better received by the <sup>Illinois</sup> librarians  
than the historians except that librarians weren't so <sup>disappointed</sup> in  
the belief that archives existed simply for the benefit of historical  
researchers.

8. Jenkins' manual was first published just about the time I came  
back to Illinois. I purchased a copy immediately. Today I only have  
the 2d edition, 1937. But the first edition, with its emphasis on  
the reasons for and explanation of provenance, coagulated the impression  
I already had that archives are fundamentally business records. I don't know  
how widely the book was read at the time

Another book which I studied carefully some time later was the book generally cited as "Wigmore on Evidence." John Henry Wigmore: "A Treatise on the Anglo-American System of Evidence in Trial at Common Law." I find a notation that the 3d edition of 1940 starts §§ 2128-2169 to the Authentication of Documents. I find that even today few archivists have ever heard of this book. Familiarity with the principles laid down there are very helpful to the archivist who may be called by a court to authenticate a document - and most of us have been called upon to do just that. The salient points were discussed in my presidential address of 1944, "Some Legal Aspects of Archives."

9. Yes. I worked for men with other governmental officers than with researchers, though we had the latter too. My close contact with my fellow officials was very helpful in guiding them towards sound records management program. You may have noted that at one time I gave a course on records management as a part of the In-Training course sponsored by the Civil Service Commission. This course was intended, not for heads of departments, but to acquaint their secretaries and head file clerks with current thinking on the subject.
10. The reason I think it would have been helpful to have political science people have a say in the training of archivists is that they would have pointed out the fact that governmental records are created by and for legal purposes as an auxiliary to governmental organization. See announcement of the internship in Illinois Librarian, March 1939. It says in part, "The University of Chicago through its Department of History and Political Science and its Institute Library School is prepared to offer a curriculum designed to give a well balanced background for students preparing to enter archival work."
11. I do not remember what year my unofficial camp session of archivists at AHA took place. Perhaps we should not try to find out - some time in the late 1930's I would guess. Being more specific would reflect disrespect on the chairman, perhaps unjustly.

The lack of interest in archives on the part of the 2d generation of historians is probably at least partly due to the fact that they did not study in Germany. The older historians studied mostly in German universities when they came under the influence of Von Ranke who was very strong on documentation so they used archival sources largely. I had one professor who if I said I was the daughter of Samuel and Jennie Adams Norton would probably have demanded to see a certified copy of my birth certificate. Since there were few archival agencies in America, none very strong, the younger generation used other types of source material. This is just my own hypothesis.

12. No, Connor did not give the impression that he felt a separate archivists' society would be ~~too~~ too poor and small to survive. As I told you, he leaned over backward to avoid giving any one the impression that the National Archives wanted to dominate the American archival profession. So he was always non-committal when the subject of a society was broached, so many of us got the idea he thought the time was not ripe for such an organization. We did not know why.
13. Some of us did think that if the Public Records Commission of 1899 could be reactivated it might suffice for the time being. I don't think this had any influence on the appointment of Newsome as chairman. This was just a lucky appointment for archivists. I doubt if historians were unsympathetic to archivists. Just indifferent, I would say. The big topic in A.H.A. in those days was the controversy over the "Revisionists." Poor old Albert Bushnell Hart was almost read out of the Association by those who claimed he and others had prostituted themselves by twisting history to justify our entry into World War I.
14. I don't think either Tom Owen or I deliberately "approached" Dr. Connor at the 1934 convention. You know how conversations go - as in legislatures, the important work is not done on the floor, but in committee meetings and informal get-togethers. Maybe I sat next to Dr. Connor at a luncheon and we just "got to talking" - maybe we just happened to sit down beside each other in the lobby. The big extra-curriculum activities & sessions in those days were the annual cocktail

12)

parties which Herbert Keller threw as bait for the McCormick Historical Society. Herbert was popular and widely acquainted in the profession and his guests covered a wide field of interest. Because his interest was manuscripts, you could be sure of finding all the archivists there. There might be a dozen people there or a hundred, but you could be sure the talk would be stimulating. Many times the "bull session" lasted until 2 or 3 o'clock in the morning. Maybe it was at one of these parties that I met or I talked with Connor. I just don't remember. I don't know how many archivists were discussing the formation of an archivists society, but as I wrote you, in my propagandizing for one I didn't hear of any one else who had talked with Connor.

The reason why Garrison and Burd were not in a position to take an active part at first, was because of their connection with the National Archives and Connor's insistence upon neutrality on the subject.

15. It is true that there was great concern over qualifications for membership in the Society. But members of the Committee of Ten were ~~pragmatists~~ <sup>pragmatists</sup> and we realized we archivists were too few to "go it alone" and also that it would be wise to enlist all the supporters we could get.
16. I do not recall the incident at A.H.A. when Williamson made a statement that Paley and Drebbler, it must have been at the <sup>N. Y. Academy of Letters</sup> meeting in 1937.
17. I never gave much thought as to why Williamson chose me to give the course at Columbia in 1940. I guess I was the logical person. I had done a lot of talking about archival training; as a graduate of the N.Y. State Library School, one of the predecessors of the present Columbia School of Library Service, I am adopted as a Columbia alumna. Since I had a library connection - well, of course.
18. Librarians in general thought of archives in terms of their use as reference material - "information retrieval" they called it. They thought since the use was similar, the same techniques could be used for preparing the material in both archives and libraries, failing to comprehend why library procedures could not work with archives. Williamson was more amenable to reason, but Winson was "set in his ways."

16. I do not recall the incident at Q.L.Q. when Williamson made a statement that Paleitz and Drebuttor. It must have been at the <sup>n. 23</sup> Albany Boston meeting in 1937.

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- 13) 18. Yes, my article on "Archives and Libraries" was ~~published~~ <sup>originally</sup> directed at Winsor, who, as chairman of the State Library Advisory Board was creating administrative problems for me.
19. See my answer to your Question 10.
20. All those reasons applied to the early difficulties of the edition in getting copy for The American Archivist. In this connection please read my comments on taking over the editorship in 1948.
21. As a member of the staff of the Illinois State Library I owed a loyalty to my institution which in substance was to pretend that all was perfect in an imperfect situation—which it wasn't. The Assistant State Librarian was becoming increasingly under Winsor's influence in the matter of overlapping of techniques. I was made to report on the suitability of novels for inclusion in the collections, my staff was supposed to take over them in preparing library exhibits, I was supposed to be able to use library staff and my staff was supposed to know library technique and to substitute on occasion. Things were becoming increasingly difficult when poor <sup>Rogers</sup> Helen was pulled by a stroke of which all these things had we realized it, were portents of that breakdown.



The H. R. C.

June 18, 1915

No study of the history of the archival movement in the United States should fail to pay tribute to the contribution of the Historical Records Survey (H. R. S. of W. P. A.). I realize that today the whole work of the Public Works Administration <sup>and</sup> ~~is~~ dismissed with a contemptuous "that ~~let~~ <sup>too</sup> leaf raking boondoggle" and the unquestionably true fact that there are thousands of people whose mental and social capacities limit them to "menial work" so that we have the anomaly of millions on "relief" ~~and~~ <sup>fields</sup> despite the total disappearance of workers in the much needed <sup>fields</sup> of lawn care, housekeeping, cooking and the like. It is true that W. P. A. gave too many of such persons unfounded aspirations towards white collar work and contempt for less prestigious jobs. But no one who did not live through the Great Depression can imagine what it was like when suddenly our world collapsed around our ears. Some of us were more fortunate and came through relatively unscathed, but millions of deserving workers did not.

Shortly after WPA started operating it was realized that men and women who had always worked at desks could not stand up to the physical labor provided by the usual WPA job. It was necessary to think of ~~jobs~~ <sup>jobs</sup> for white collar people. I don't know who had the brilliant idea of using these people to take an inventory of all the records in federal, state, county and city offices. This was something much needed by archivists, who were at first rather skeptical about the possibility of production line results. The WPA officials were delighted, however, for it provided possibilities for employment in every county, in smaller places like county seats where it was difficult to find places for such people. My hat is off to the person or persons who planned the forms which are still the basis for archival description. I was a member of the National Historical Records Commission but certainly contributed nothing but moral support.

The appointment of Luther Evans as National Director was most fortunate. He had recently been dismissed from the faculty of Princeton University as "a ~~very~~ dangerous radical." Actually, Luther was no radical. He was a broad-minded, compassionate person with a social conscience. He had been trying to teach some of the "Establishment" to think, anyhow, ~~he~~ was a very subdued young man when he took over. His first appearance before archivists was at a conference of mid-west archivists and manuscript curators hosted by Herbert Keller, <sup>in Chicago.</sup> At the banquet he was the principal speaker. He shook, he stuttered, he repeated himself - made a miserable showing. One archivist later told me he was disgusted with "that drunk." I was able to assure him that Luther merely had one of the worst cases of stage fright I had ever seen. I had been in conference with him all afternoon and we parted just for dressing for dinner. He may have taken a quick snort just before he went into dinner but I didn't detect it while I sat next to him. Anyhow Luther Evans did a superb job. By the time H.R.S. folded practically all the field work had been completed and a major proportion of the county inventories plus some others had been published. Unpublished state and county material was deposited in the appropriate state archives. From H.R.S. Luther went to Paris as Secretary to UNESCO. I lost track of him several years after he returned to the States and don't know what he is doing now; but I have always regretted that he did not stay in the archives profession.

I want to give you one example of what the Historical Records Survey did for only one of its employees. Mr. — ~~was~~ was on the editorial staff of the State Office of H.R.S. which was located in our Archives Building. Somehow he located a document of some historical significance - I don't remember what - probably a Lincoln item. I told him to write this up and I would publish his article in Illinois Hispanic, which we did. I also saw to it that the incident

got more than local newspaper coverage through the Secretary of State's  
Publicity Department. Mr. — came to us a thoroughly broken man.  
He had been an important official in the old Illinois Water Co. —  
Comptroller, if I remember rightly. When that company folded during the  
Recession he was only about 50 years old, but nobody was hiring  
25-year olds, to say nothing of 50-year olds. After this publicity he  
held up his head again, squared his shoulders and went job hunting. In a  
short while he was grabbed by a company establishing branch head  
quarters in Springfield; he stayed with them until he retired many  
years later. Now I maintain that if only one or two out of every hundred  
HRS employees could be rehabilitated as this man was, the project  
was justified, even if it had not made the contribution it did.

Another unacknowledged and probably unappreciated bonus of HRS  
was that it dispelled for ever the notion that only a "gentleman and a  
scholar" could appreciate and properly prepare the records under his  
care for use by other gentlemen and scholars. Somehow, over  
the years, politicians who were ~~neither~~ certainly not scholars and  
not always gentlemen, had created a body of records which give a  
pretty adequate idea of governmental work in their day. Some of us think  
many of the older records superior in quality to the modern ones.

1. When you and Owen, Jr. were promoting the formation of an independent archivists association, what reasons did you give?
2. Why was Connor so concerned about the National Archives dominating any new archivists association? Weren't archivists looking to the National Archives and Connor for leadership?
3. The Conference of Archivists was supposedly intended for public archivists, the Conference of Historical Societies was for manuscript curators, but the Society of American Archivists was definitely to include manuscript curators. What was the rationale behind this? Was there emerging a new concept of archives that emphasized their common qualities rather than their differences? Dr. Brooks feels one factor was simply the desire to attract enough numbers to assure the Society's survival.
4. In dealing with A. F. Kuhlman and the ALA Committee on Archives and Libraries, it is my impression you and others tried to get him to concentrate on "historical manuscripts" in contrast to public archives. Is this correct?
5. You were concerned about developing a body of archival literature, professional literature. Was this the incentive behind the column in Illinois Libraries?
6. In 1939, you recommended that the Archives Division remain as part of the State Library. Was any thought given to creating an entirely independent department?

NORTON: June 18, 1973

WHY NEED SAA: need own publication, own organization if going to get anywhere.

CONNOR: afraid would overstep and so leaned backward not too.

BUCK AND JAMESON: ~~xx~~ so closely tied with NA that respected Connor's feelings.

OWEN AND NORTON talked to Connor, individually, constituted informal committee. No other archivists seemed to have talked to Connor. Started to talk it up at 1934 AHA meeting.

MSS CURATORS IN SAA: needed numbers, needed more support.

A.F. KUHLMAN: researchers don't care about format of information, so Kuhlman and librarians felt should treat all formats in same fashion.

ILL. LIBRARIES COLUMN: Was a staff bulleting, changed to regular library publication, she was required to submit something every month. Had wide circulation. Talked about practical problems of small archival agency in contrast to NA. Also talked about problems of librarians dominating which ~~xxx~~ common problem.  
was

H.R.S. showed that not only a gentlemen and scholar could handle records.

ARCHIVAL PRINCIPLES: 1940. Not developed. Programs of early 1920's conf. of archivists hoped to have manual. When NA founded, no body of techniques. 1st organization of NA was on library lines. Not best for handling masses of documents. She told Connor told him should organize by department of origin. Instead followed Hyde's plan.

TERMINOLOGY AND EXPERIENCE; needed experience, find out how to handle them.

NORTON, June 18, 1973---2

HISTORIANS TRAINING, VON RANKE. early American used to use gov't archives. ~~xxxxxx~~ No gov't archives in US so turned to ~~xxxxxxx~~ other materials, newspapers, etc.

CONFERENCE OF ARCHIVISTS: 1921 going regularly. Durin time on PAC doesn't thing ever got letter or replies to her letters. Historians worked so many years for NA, when got, were not interested in technical details of running.

GEORGE C. GODARD, promoted her, got her elected sec. of NASL. Got her on PAC. He recommended her for Commission. Was he active? ~~xx~~

CONF. OF ARCHIVISTS ATTENDANCE: early 1920's ~~xxxxxxexhixtorixxx~~ x when building up manual primarily archivists at meeting. Later, when she gave paper on archives in govt, most were historians, that is why didn't accept thesis.

HISTORIANS LOST INTEREST: urging creation of NA, not interested in techniques. States were assuming some of the responsibility, publishing state archives. Individuals still active, but not as a group.

LACK OF LEADERSHIP IN 1920's.

~~xxxxxxexhixtorixxx~~

Were only were dozen so-called archives when she became archivist, except for Iowas none others organized as would today.

STILES: at Iowas. His classification not applicable elsewhere. History of State Departments is what interested her. He directed her attention to this. Stiles didn't have scholarly background, research angle. Were government documents, records made for gov't business and should be handled that way.

NORTON, June 18, 1973---3

JENKINSON'S MANUAL: Bought is immediately when it came out in 1922. His emphasiss on provenance main thing. ~~Archives as business records~~

ARCHIVES AS BUSINESS RECORDS OF GOV'T: Family background. Father country clerk, county records at home, spent time in father's office. Saw records being used for government business. Absorbed idea that records were result of public business.

ADMINISTRATIVE PAPER OF CONFERENCE OF ARCHIVISTS: Silence, Quaife. No discussion. NASL received it cordially, archivists connected with state libraries. State librarians were familiar with governmental procedure and work.

AHA PAC: Pamphlet on local records. Didn't create too much excitement.

HISTORIANS AND ARCHIVISTS: Couldn't call ourselves profession if didn't have pro society, trouble making appointments for jobs had trouble. In early days could use political appointees but as developed need trained personnel but no archives school to train people.

TRAINING S&A: Bemis had no qualifications. Used archives in research, no experience with administration. Political appointment. Disagreed with idea should have Ph.D. in history, disagreed "violently."

TRAINING, ILLINOIS: Would go to Pease's classes and talk about archives.

PEASE AS EDITOR OF AMER. ARCH.: Pease had been active getting Illinois archives established, survey of local archives, editorial experience, but she has no recollection of why she recommended him.

NORTON AS EDITOR: ~~two~~ talks about her editorial where discusses library journals. Amer. arch. scholarly magazine under Pease like Library Quarterly. Need something more like Library Journal. Early pioneers of library science discussed simple and fundamental problems with no loss of prestige. ~~Archiv~~ Archivists should do the same. Hard time getting artic

NORTON, June 18, 1973---4

Because of ---- in National Archives, was able to get articles, he hounded people. Always problem getting articles. Early archivists too modest to discuss problems. Nott too much scholars. She wrote so much because had to.

WINSOR: AND WILLIAMSON, 1937 meeting. Williamson should be trained like librarians. Why did she then teach course. Because she was the one talking most about training. Williamson asked her. Winsor more set in his mind, Williamson broader man. Several members of school took course. Convinced them should not be library school. Williamson intended to continue course. She felt possibility of developing archive course as off-shoot, a seminar in the library school. Some overlapping, manuscript with archive training. Had to start somewhere. Never advocated librarians teaching archives.

ARCHIVES TRAINING AND HISTORIANS: too much feeling archives belong to gentlemen and scholar, they would emphasize research. But state archives often do not have early archives, colonial records.

~~Winsorxxxxxxx~~

WINSOR: ~~W~~ ~~Felix~~ Articles in Ill. Lib directed toward him. He was beginning to interfere with her work. Influencing Miss Rogers. Archives and libraries all the same. Shouldn't be brought out any in anything published. ?

*she edited, May 31, 1973.*

REVIEW OF HER ARCHIVES AND LIBRARIES:

Discusses public documents and archives. Also provenance and subject arrangement.

ARCHIVES AND LIBRARIES: significant articles on ~~librarianship~~ archival techniques. Kuhlman knew what was needed. Articles in American Archivist were what editor could get. Kuhlman's were a planned program. Kuhlman not trying to dominate. Was beneficial.

HISTORIANS IN SAA: Newsome had been head of NC.



NORTON, June 19, 1973.

BEMIS REPORT: reading report over again still disagrees with report. Report recommends European languages and diplomatics etc. which do not apply to U.S. Also recommends the two ~~extra~~ classes of archivists. ... "felt an absolute lack of understanding" american archivists not concerned with anything much before 1800. European archivists concerned mainly about material before that time.

NORTON AS HISTORIAN: Need historical background. She was first historian, secondarily a librarian.

COURSES: American University, 1st course set up for training archivists.

Her Illinois course. Was thinking of libraries that had archival material. Make them understand difference between archives and historical manuscripts. Also, may be some potential archivists. Are other archivists than state and federal archivists. Business archivists. Particularly church archivists. Church archives were legally acceptable for establishing age. With inauguration of social security many people needed birth date.

UNIVERSITY OF CHICAGO: She was approached by Chicago. Doesn't know who instigated it.

ILLINOIS ARCHIVES AND CIVIL SERVICE? ETC.

TRAINING OF ARCHIVISTS. THREE PROBLEMS. Few positions for archivists. Where should training be located. Illinois project killed because too far from state archives to be able coordinated properly. Students could ~~afford~~ not afford to come without help. Wasn't really practicle until Posner came along, he had given courses. Also Helen Chatfield giving courses. Illinois sent people to Washington institute. Archives and University, and state archives in Washington made it practicle. None realized at the time that NA was such huge scale that their practices were not practicle for state archives. Her writings were aimed at state.

NORTON, june 19, 1973---2

NATIONAL ARCHIVES: developed techniques but not necessarily applicable to state archives. For example, international flavor too national records. Federal and state government were quite distinctly apart, so records different.

#### LACK OF PROFESSIONAL LITERATURE:

ARCHIVES AS ADMINISTRATIVE UNIT: Godard probably asked her to give, he was chairman of pac. Formulated her ideas by end of 1924 definitely.

CONFERENCE OF ARCHIVISTS: Participants. ~~Howland~~ Mrs. Owen, Mrs. Moore from Tennessee. Robertson from Maryland. Buck. Grace Nute. Clara Paine, sec. of Miss. Valley Hist. Assoc., from Nebraska. <sup>(side)</sup> historical society. & Louise Keller of Wisconsin. Later Miss Smith. Galbraith from Ohio. Stevens from Penn. in later days. Paltsits. Godard. ~~State library of Maine and Rhode Island, xxx The xxx~~ ~~xxxxxx~~ x Cappon from Virginia.

She may be mixing some of these with the NASL. In later days Miss Jacobson, mss. curator from NY state library. Manuscript curators attending conference of ~~historians~~ archivists.

Godard's report on legislation, very helpful. Very important part of the meetings.

(Norton and Birdsall are looking over programs of Conference of archivists.)

Stiles of Iowa didn't come to many meetings.

Average attendance of about 25. Quite informal, no leadership, as became more dominated by archivists interested in technical aspects, interest of historians dropped off.

Jameson was looked to as leader of archival movement.

TECHNIQUES: Connor feared would look to NA for techniques for smaller places. Connor was aware NA was going to be important, didn't think should be dependent on NA, so can compare experience when

NORCON, June 19, 1973---3

CONNOR, NA, TECHNIQUES. Need experimentation at federal and state level before formalizing archival techniques. NA might not be applicable. He never said this, what she thought was situation. He was also afraid there might be jealousy. This turned out to be correct. eg, state archives could not have specialists like NA.

TECHNIQUES, MER UNIV. COURSE: Most who came there had experience so attempted to give them background.

BROOKS APPOINTMENT.

WOMEN IN AHA.

HIST MSS CURATORS were not aware of difference between archives and hist mss. They were encouraged to join SAA. The overlapping was seen along the line physical care, rather than application of archival techniques.

LIBRARIANS AND LOCAL ARCHIVES:

TYPES OF ARCHIVAL AGENCIES: state librarians and archivists had same constituency, state officials, so were perhaps more able to grasp difference between archives and library, more so than in case of historical societies. Some of the strongest state archives were in state libraries. Local situation. Little agency helped to be attached with larger agency to avoid partage, appropriations. State library was an old institution known by legislators and respected as a professional organization.

NORCON IMPORTANCES: She feels not leader but wrote more so gave impression of influence. Everything in state flux, everybody saying his piece.

ARCHIVAL PROFESSION: archivists were not competing, eager to share, state of flux. No jealousy.

OLON J. BUCK: best mind in the profession. Committee meetings, could make things precise at NA meetings.

NORTON, June 19, 1973---4

NORTON HISTORY TEACHINGS: Conyers Read, Andrew McGlaughlin head of dept. at Chicago University. Read got her fellowship. Marcus Jernigan directed her thesis work. Greatest influence probably William Dodd. Had seminars from him. Profound influence James Thompson. Both ... at Rockford College both her interested in history. Edith Bremhall(??) They all stimulated interest in history. Jernigan particularly stressed history. Valuable course was Thompson course on historiography.

HISTORY STUDENTS: When European trained historians returned to US, no national archives, little documentary material. available. Used newspapers, periodical material.

NY STATE LIBRARY SCHOOL COURSE ON CLASSIFICATION: Taught by Britscoll who helped Dewey. Knew problems. Gave to her a methodology, not techniques. A way of thinking.

Margaret C. Norton  
1105 South Second Street  
Springfield, Illinois 62704

June 21, 1973

Dear Mr. Bissell:

You will recall that you refuted my statement that the first course on archives was Buch's course "at Harvard." Looking over my old lecture notes I find that it was Mr. Walton who gave a course at Harvard <sup>in 1937</sup>. I now recall a conversation I had some time later, probably about the time I was at Columbia, with Mr. Shipton, head of the Baker Library of the Harvard Business College. At that time Mr. Shipton was head librarian. I do not recall whether Mr. Walton was his predecessor or whether Mr. Walton was one of the professors. At any rate, this course was not on the techniques of archival administration, but rather instructions to the students on how to use archives. Mr. Walton found that historical students had been trained in the methodology of using

the few records available to ~~political~~ historians of political history - to deduce many facts from a few records. Now that the swing of historians was towards economic and social history, the variety and quantity of source material was widely expanded, and the student now had to deduce a few facts from the many documents available. Mr. Walton said the average student was appalled when confronted with a whole dump of material when he had expected an book above all, the students were dangerously careless in the handling of the papers - they got ink stains on them, they tore them, they made notations on them and above all they scrambled them ~~not~~ not only within folders but between folders. I found the same thing true of the early student users of the <sup>Illinois</sup> archives - so much so that I had to hand out "Regulations for the use of manuscripts" along with the records called for. Some will find a copy of these regulations in Illinois Literature for December 1947, pp 463-464. It is of interest that the course in Historiography

which I took at Chicago were given by Prof. James Westfall Thompson, a Medievalist:

I think it rather significant that archivists not only had to devise techniques for preparing their records for use, but also to participate in the formulation of improved methods of historical research.

In retrospect, I wonder how much of Buché's course at Columbia was devoted to archival techniques and how much to the techniques of use. My course at Columbia was on the techniques of archival administration but it was also more or less slanted towards informing librarians of differences between archival and library techniques and the reasons for same.

I suggest that you write to Robert W. Soudett of Baker Library, Harvard, for further information about Mr. Walton and this course. At one time he was archivist of Harvard and made a special effort to secure professor's lecture notes.

Your visit was a great pleasure to me, and I hope you will feel free to call on me or any or all help in your research.

Sincerely,

Margaret C. Norton

8040 Eagle Heights  
Madison, Wisconsin 53705  
June 26, 1973

Dear Miss Norton,

Thank you for your letter of June 21. I have seen some correspondence between Buck and Walton regarding the latter's course at Harvard and it seems to coincide with what you say. Your remarks are interesting and valuable because they reinforce the point you made in our conversations, that historical students at that time were not prepared to deal with large masses of material. I hope to write to Mr. Lovett soon. Thanks for the suggestion.

I am enclosing a copy of a letter from the SAA files that might interest you. I have never seen anything else about this course. Were you familiar with it? It was terminated in 1941, but it, along with Walton's and Buck's, may be some indication that historians were trying again to prepare history graduates to use archival material.

I just found out today that A. F. Kuhlman is living in Nashville, Tennessee, so I am eager to write him with the hope that he will be able to clarify what his intentions were regarding the activities of the A.H.A. Committee on Archives and Libraries.

Thank you very much for your cooperation and encouragement. I enjoyed our conversations as well as finding them informative. I am sure I will have to turn to you again as I progress with my study. I keep hoping your correspondence at the State Archives will soon turn up.

Sincerely,

William F. Birdsall



1105 South Second St.  
Springfield, Ill. 62704  
June 29, 1973

Dear Mr. Birchall:

Although I have racked my brain, I cannot recall ever hearing of Abbott Smith or his Columbia course on archives. The course as he outlined it seems soundly conceived. It is the sort of course I have supposed that Buck gave, though of course longer and more detailed. I have a suspicion that Buck inspired if not planned it, and hope you can find some evidence of that fact in Buck's correspondence. This course was given in the academic year preceding my summer course at Columbia. I don't see how I escaped hearing about it or meeting him - perhaps I did, but I think not.

Evidently the course was only given the one year - presumably because there was no demand for it. That was the dilemma of us archival pioneers. We realized the inadequacy of our own preparation, though we weren't quite sure just what it was that we lacked. When we suggested to the "powers that be" that we needed better qualified assistants we were met with the reply, "Well, what school trains them?" And when ~~the~~ <sup>we</sup> had to reply, "None," we heard, "Any body can file. Senator Blanton wants a job for his recently widowed aunt. She'll be just fine for you." I'm sure, none of us was quite ready to give up our places to some newly professionally trained archivist. Probably the reason that all our plans for archival training came to nothing was the fact that there were few openings for archivists and that fact overbalanced the crying need for training for those going into the profession. Many HRS clubs had ambitions to be taken on as archival assistants.

and there were several working in the Springfield office whom I wanted but could not get appointed.

As I said before, I think it was the change in style of historical research - from political to economic and social history - that awakened historians to the necessity of modernizing their teaching of historical methodology. The creation of the National Archives may have accelerated this trend, but came rather late to have caused it. All of which goes to show that when you narrow your research to one topic, you get hopelessly tangled in widespread movements and influences. You just have to do the best you can, not indulging in too many undocumented hypotheses. That intrigues the Germans were always telling about

All I know about my early correspondence is that it was there when I left. At that time all my correspondence files shared a battery of files in the room where Mr. Brown sits, with the files of the State Records Commission. It would be logical to move the older files when the Commission Records needed more space. I would rather guess that logically they would have been placed with that Technical File you found in the Special Vault. They might have been put with the Correspondence Files of the Secretary of State and his sub-departments, which in my day were housed on the 2d level of the Archives Vault. Under present rather than conditions in the

office it would be highly improper for me to offer any assistance to the staff in this matter. Mr. Rowntree is a good sleuth and I think he will find them if you keep prodding him.

I am returning your copy of Mr. Embree's letter which you may need for your file. If not, I would be glad to have it.

I am thoroughly enjoying this review of my "sordid days" so don't hesitate to write me about any problems or questions that may arise.

Sincerely,

Margaret C. Horton

1103 South Second St.,  
Springfield, Ill. 62704  
Oct. 26, 1973

Dear Mr. Bridgell:

First of all, let me congratulate you upon achieving your Ph.D. and your wife upon her P.H.T. degree. The P.H.T. degree was one invented by us graduate students at Chicago for "Putting Hubby Through", whether that meant working to support him or just making life sufficiently comfortable for him during the long years of companionless quibbling on his part. As one of those whom life caught up with too soon to permit the finishing of the degree by writing a thesis, I won't say I envy you, for that is contrary to my nature - but I do heartily rejoice with you. Congratulations also on the new job. May you be happy in Winnipeg. I have been looking forward to reading your thesis, and now that I have read it - twice - I am very much pleased with it. This should be published for it is a valuable and needed addition to archival literature. It should not be buried and lost in the dusty file of theses. In view of the prominence you have ~~also~~ ascribed to me in it, I am hesitant about saying this too strongly. I've had Solon Buck and some of the other "greats" are no longer living to set the record straight. I was not a leader, rather, a good follower, but I was articulate, being a woman, therefore well documented.

Getting books published is both difficult and expensive these days. Victor Gollancz' book on the history of the National Archives has been published in offset form by University Microfilms of Ann Arbor, Michigan. A paper back edition of this sells for \$10.00, regular binding quite a bit more. This book has 463 p. vs. 256 p. for yours, so it should not be too difficult in your case. Your copy is excellent as the press work should not be expensive. At any rate, I think you should submit a copy to the editor of The American Archivist with the hope of, at least a long and careful review.

We never have serialized a book in that journal, but I think this would be a suitable one on which to start. It certainly is a subject which should be in the records of the Society. You have been very thorough in your research and doubt if any one else will try to supersede it. So discuss this with Mr. Ham and don't be too modest about it. How about publication by the Wisconsin Historical Society or the University Press?

I like the way you have approached the subject. Chapters 2 and 3 on "The Emergence of the Professional Historian in America" and "The Proliferation of Institutions Collecting Historical Source Material", though they contain

little new material, present a most excellent background for your study of the evolution of the idea that the needs of the <sup>historian</sup> ~~historian~~ in front of the desk and the archivist behind the desk (p. 103). <sup>are different</sup> It is amazing how long it took both historians and archivists to resign that distinction; and I think you described this evolution very clearly. In chapter 4 you discuss adequately the discouraging attempt to formulate an archival manual. Although chronologically chapters 4 and 5 belong in the sequence you have assigned to them, it was fundamentally the failure of the differentiation between the use ~~of~~ of archives and the man who serviced them which was a fundamental basis for the development of archival technique. Chapter 4 can best be understood after reading chapter 5.

The insistence byeland and Paltoitz that a manual of archival economy was essential to the creation of efficient archival administration is of course correct. But I do not go along with your acquiescence with ~~them~~ Paltoitz and Jameson's complaints that participants "rather described their own practices than entered on a broader consideration of the general theme." p. 96. In retrospect I think it very fortunate that A. H. A. did <sup>not</sup> go along with those who wanted it to sponsor the manual. Instead of finding that those discussions "jigged," I, as a neophyte archivist, found them extremely helpful and inspiring. We would discuss together what we had been doing, then go home

7) and null on other ideas, experiment with them, then go to the next ~~step~~  
conference to exchange more ideas. The American archivist had not yet  
developed a mature philosophy of archives. Had a manual such as was con-  
templated have been published, American archival economy might have been  
saddled with impractical procedure hard to eradicate when experience  
disproves their efficiency later.

Your advisor was correct in advising you to omit a discussion of the  
training of archivists, for that is still a moot question today. But I  
think you should have included an explanation of that omission.  
After all, how can membership in a profession be assessed without  
a statement of qualifications and their educational and professional  
training? Here again the profession probably gained in the long run  
by not resolving this problem by the time we organized. The committee  
on organization labored over the criteria for membership, but it was obviously  
impossible for the ~~few~~ practicing archivists to finance a competent  
trade organization. Reluctantly we acquiesced in the proposal to let any  
one join the Society of American Archivists who was intelligent enough to  
pay dues. What would the profession have lost if we had not had  
the moral support and wise counsel of such non-practicing  
archivists, as to name only a few, as Waldo G. Leland of the Council  
of Learned Societies; Julian Boyd, then editing the Jefferson Papers;  
Theodore C. Pease of the Illinois Historical Survey at the University  
of Illinois; Theodor Blegen of the Minnesota State Historical Society;  
Louise Kellogg of the Wisconsin Historical Society; and Herbert Keller  
of the Macmillan Historical Society? As the number of professional  
archivists has grown and the Society has increased to a respectable  
number, the Society has become a truly professional organization. Our  
brother manuscript custodians along with archivists of ~~private~~ business  
and other private archives, have stayed with us because of many common  
interests and problems. The record managers have joined us (or have they?  
there are still unresolved problems about the <sup>relations</sup> ~~connections~~ of the two

The question as to who should train the American archivist became the subject of acrimonious disputes between the history and the library professions and all because both historians and librarians approached the subject from the standpoint of the man in front of the desk, both interested in the use of archives rather than the methods to be used by the men behind the desk in order to service the records.

\* It was only natural to suppose that American archivists could copy the technique of the European archival agencies which had been in existence so long. The few Americans who were familiar with European archival institutions were historians who had used them in research. So we find such men as Bemis enthusiastically urging American archivists to study paleography and medieval foreign languages. They failed to realize that the contents of European archives were entirely different from those of America. European archivists concerned with old records - none dated later than 1800; whereas few states, except those of the 13 colonies, had any records at <sup>all</sup> earlier than 1800. They <sup>European</sup> knew nothing concerning the problems of dealing with the ever growing complexity of the records of rapidly growing governmental agencies. As late as twenty years ago I was talking about graduate history seminars about the need for history students to have training in how to handle bulky manuscripts. (Most were still being taught to shake one document to get all the information they could from it; they were simply at sea when confronted with several filing cabinets.) The librarians claimed that they were the proper people to train archivists, for both professions were concerned with "retrieval of information." Then, again, they were talking from the front of the desk, not behind it. I then discussed this point in connection with my article on "archives and libraries."

I on discuss Dr. Kuhlman's chairmanship of the A&L Committee on Archives and Libraries, and state that he was considered abrasive. Well, yes, many people did find him so. He was a man with a M.I.S.S.I.O.N., and like

\* Chiefly, the political scientist should have been interested in the archive profession, since public online come into being by the process of government, almost no interest with the except of second white of the minority of Chicago. Perhaps if they had interested themselves in the archive profession, we might have avoided some of the acrimonious contentions of historians and librarians.

~~and~~ <sup>most</sup> ~~other~~ <sup>people</sup> don't like to get stones out of their backs. I don't feel that he was trying to "steal our thunder." At a time when A & C was no longer publishing on paper, the National Association of State Librarians was too poor to do much. Mr. Kuhlman offered us a generous publication medium for papers that I think most archivists considered valuable additions to archival literature. I always liked him and got along fine with him.

Exceptions to what I said before concerning <sup>foreign</sup> ~~European~~ archivists having no interest in modern records were the British Public Records Office ~~was~~ at London and the Dominion Archives at Ottawa, Canada. Hilary Jenkinson published his "A Manual of Archive Administration" in 1922, ~~second~~ and an enlarged second edition in 1937. This did not stir as much excitement among American archivists as it should have - It was the first manual on archival administration in English - possibly because he used rather early English documents to illustrate his points. This manual firmly established ~~established~~ the ~~principle~~ principle of provenance as the only correct method of arrangement of archives, and explained clearly the reasons therefor. Muller, Gill and Fauriol's Manual for the Arrangement and Description of Archives, first published in the Netherlands in 1898, did not appear in an English translation until 1940. It discussed adequately ~~the~~ some of the problems met with in applying the principles of provenance.

To sum up the situation when the Society of American Archivists was organized, Archivists, having finally disengaged themselves from the confusion between the users and the services of archives, and from the sponsorship of the historical and the library associations, <sup>were</sup> ~~was~~ in a position to declare themselves a distinct profession. There was as yet no significant body of technical literature, but now a professional journal was being founded. The Historical Records Survey, the most successful of the ~~the~~ depression inspired Works Progress Administration, was making excellent progress in the compilation of basic inventories of the archives of the country - federal, state and local. The long-worked-for and much-needed National Archives had been opened in 1934 and a staff was being recruited and organized to take the leadership in archival technique.

One of their earliest products was the laminating process for the repair of manuscripts & a method which gradually superseded the old crepelin process then in use everywhere. There was still no universally accepted definition of the qualifications and training for archivists, but the National Archive was soon a sponsor of a fairly class in cooperation with the neighboring Maryland Hall of Records. Publicity concerning the new National Archive Building and particularly the wide distribution of the HRS workers was generating popular interest in archival agencies. A little later the Social Security System was to attract the most unlikely persons to the archive to document their birth records. Microfilm was first applied to records work about 1936 and until better methods were made them realize the limitations of that medium, archivists thought it held the solution to most of their problems. The opening of the National Archive in 1934 was followed by the Maryland and Illinois archive buildings in 1936 and 1938 respectively. All in all, no more propitious time could have found for the proclaiming by the archivists that they were now a distinct profession.

I did not mean to run on at such great length in my relations to your volume. If you have the patience to continue, I wish to make one quite important correction.

On page 184 you list the <sup>first</sup> officers of the new Society. I am sure this is the roster for the 2d, not the first year, for I know I was the first Vice President. Newson was president both years. I do not remember for sure the names of the other officers. I probably have it somewhere, but I cannot lay my hands on it at the right now.

Bon Voyage. I am sorry you did not have to be an archivist but these days a job is a job.

Sincerely,  
Margaret C. Newson



PERSONNEL, 1937-1942; 1946-1947; 1949

State of Illinois  
Secretary of State  
Springfield

EDWARD J. HUGHES  
SECRETARY OF STATE

August 10, 1937.

Miss Margaret C. Norton, Superintendent,  
Archives Division, Illinois State Library,  
Springfield, Illinois.

My dear Miss Norton:

Now that Miss Rogers has returned to her office and the allocations of money from the Library Relief Fund are completed, she is able to give her entire time to the duties of Director of Library Divisions of the Illinois State Library.

As State Librarian, I am vitally interested in having our library an efficient and economical department of the state government, as well as an outstanding agency to serve the citizens of Illinois.

For some time I have been interested in the unification of certain phases of the work in the three Divisions of the State Library, and, I have asked Miss Rogers to work out the details of such re-organization. This she is doing and I feel sure that I can again depend on your active and enthusiastic cooperation in carrying out these plans which will make possible more effective use of the appropriation for the State Library.

Sincerely,

  
SECRETARY OF STATE.

**ILLINOIS STATE LIBRARY**  
**SPRINGFIELD**

**EDWARD J. HUGHES**  
SECRETARY OF STATE AND STATE LIBRARIAN  
**HELENE H. ROGERS**  
SUPERINTENDENT OF LIBRARY DIVISIONS

**DIVISION SUPERINTENDENTS**  
**MARGARET C. NORTON** ARCHIVES  
**MARGARET K. GILBERT** EXTENSION SERVICE  
**HARRIET M. SKOSH** GENERAL LIBRARY

**Staff Absences, 1937.**  
**(Half Days)**

	<u>Mrs. Nelson</u>	<u>Mrs. Mc Fadden</u>	<u>Mr. Mac Donald</u>	<u>Mr. Hanson</u>
<u>January</u>				On Pay Roll Dec. 1-
	<del>11</del>	12 - $\frac{1}{2}$ day ✓		
	14 - 1 day ✓	14 - 1 day ✓		
	22 - $\frac{1}{2}$ day ✓	15 - 1 day ✓		
	25 - $\frac{1}{2}$ day ✓	16 - $\frac{1}{2}$ day ✓		
	26 - 1 day ✓	30 - $\frac{1}{2}$ day ✓		
<u>February</u>				
	23 - 1 day ✓	1 - 1 day ✓	19 - $\frac{1}{2}$ day ✓	
	24 - 1 day ✓		23 - 1 day ✓	
	25 - 1 day ✓		24 - 1 day ✓	
<u>March</u>				
	25 - 1 day ✓	1 - 1 day ✓		
	26 - $\frac{1}{2}$ day ✓	12 - 1 day ✓		
	29 - $\frac{1}{2}$ day ✓	13 - $\frac{1}{2}$ day ✓		
	30 - 1 day ✓			
	31 - 1 day ✓			
<u>April</u>				
	1 - 1 day ✓	2 - 1 day ✓	5 - $\frac{1}{2}$ day ✓	
	21 - 1 day ✓	3 - $\frac{1}{2}$ day ✓	6 - 1 day ✓	
	22 - 1 day ✓	12 - 1 day ✓	7 - 1 day ✓	
		13 - 1 day ✓	8 - 1 day ✓	
		19 - 1 day ✓	9 - 1 day ✓	
		20 - 1 day ✓		
		21 - 1 day ✓		
		22 - 1 day ✓		
<u>May</u>				
		8 - $\frac{1}{2}$ day ✓	27 - $\frac{1}{2}$ day ✓	
		17-June 13,	29 - $\frac{1}{2}$ day ✓	
		Vacation and leave of absence, leave without pay by arrangement with Mr. Millsbaugh		
<u>July</u>				
	6-19	15 - 1 day ✓	6-1 day ✓	
	Vacation	22 - 1 day ✓		
		23 - 1 day ✓		
	30 - $\frac{1}{2}$ day ✓	24 - $\frac{1}{2}$ day ✓		
<u>August</u>				
		2 - 1 day ✓	2 - $\frac{1}{2}$ day ✓	
		3 - 1 day ✓	5 - $\frac{1}{2}$ day ✓	
		28 - $\frac{1}{2}$ day ✓	25 - $\frac{1}{2}$ day ✓	
		30 - $\frac{1}{2}$ day ✓		
		31 - 1 day ✓		

# ILLINOIS STATE LIBRARY SPRINGFIELD

**EDWARD J. HUGHES**  
SECRETARY OF STATE AND STATE LIBRARIAN

**HELENE H. ROGERS**  
SUPERINTENDENT OF LIBRARY DIVISIONS

**DIVISION SUPERINTENDENTS**

**MARGARET C. NORTON** ARCHIVES

**MARGARET K. GILBERT** EXTENSION SERVICE

**HARRIET M. SKOGH** GENERAL LIBRARY

Mrs. Nelson

Mrs. Mc Fadden

Mr. Mac Donald

Mr. Hanson

September

3 - 1 day ✓  
4 - 1 day ✓  
10 - 1 day ✓

1 - 1 day ✓  
2 - 1 day ✓  
3 - 1 day ✓  
23 - 1 day ✓  
4 - 1 day ✓

15-29 Vacation  
though he was  
ill during entire  
time

October

5 - 1 day ✓  
6 - 1 day ✓  
26 - 1 day ✓

11 - 1 day ✓

4 - 1 day ✓  
5 - 1 day ✓  
6 - 1 day ✓  
7 - 1 day ✓  
8 - 1 day ✓

Miss Macpherson

November

19 - 1 day ✓  
23 - 1 day ✓  
24 - 1 day ✓

6 - 1 day ✓  
17 - 1 day ✓  
29 - 1 day ✓

Nov. 27 - 1 day ✓  
Dec. 13 - 1 day ✓

December

13 - 1 day ✓  
14 - 1 day ✓

22 - 1 day

20

31 1/2

10 1/2

March 5, 1938

**Duties of the Document Archivist:**

**Moving.**

Assist the Superintendent of Archivist in placing records in Archives vaults.

**Reference Work:**

Attendant in charge of Reference Room at hours scheduled by Superintendent.

Gradually take over the Reference Room involving professional assistance to readers

**Reference Library.**

In charge of Reference Library.

Make suggestions for purchase of books.

Collect state documents for the library.

Supervise making of photographic copies where originals can not be obtained.

Catalog Reference Library.

Keep bibliographies on archival science and publications relating to state government, up to date.

**Cataloging.**

In charge of the catalog of archives.

Keep shelf-list inventory and check records coming into the Archives Building.

Do research and experimental work on the theory of archival cataloging.

Supervise making and filing of all name and place indexes. Keep count.

Supervise filing in all catalogs and indexes.

Revise old catalog especially with reference to new locations for records on file.

Catalog should include not only records in the Archives vaults but information as to allied records in Departmental vaults, in the Departments themselves.

This of course will be sketchy in character.

The catalog should also note authorized and unauthorized destruction of records.

**Teaching.**

In case an archival training class is set up, the Document Archivist will assist the Superintendent in preparing and giving lectures and personal instruction.

**Supervision.**

Until the appointment of an assistant archivist, to act in that general capacity, especially during the absence of the Superintendent.

Mrs. Mc Fadden and Miss Macpherson will act as his assistants, supplemented by other help available.

June 9, 1938

Mr. Weatherbee:

Enclosed is key number All which will admit you to the Special Archives vault. This is also a Master Key to the offices but not to the other vaults. I have transferred the key closet key, also my own Master Key to a box in the first lower safe.

The Enrolled Laws are filed in cabinets in the Special Vault. The key to these cabinets, No. 803 (a duplicate in the key closet in the flat pasteboard box on top if you need it) is in the back of the Fire Extinguisher Cabinet. You may have to feel around for this. The Enrolled Laws are filed and called for by box and file number. As the Reference Room people do not have access to this vault, please get out the laws for them as called for. I do not think you will have any difficulty in finding and filing them. If you do, call on Mr. Mac Donald or Mr. Gebhart. Enrolled Laws may be removed from the Archives Building only by clerks of the Corporation and Index Departments.

Secretary of State's Correspondence beginning with 1932 is in the 12th floor north vault. Clerks of the Index Department only may remove and refile this correspondence and may remove it from the building without signing a requisition. If any Corporation Department clerks wish these records they must secure them through the Index Department as the Corporation Clerks do not understand the filing system. We do not get out records for anyone from this vault or accept them for refiling. For the present Index Department clerks are taken to the vault by the watchman only as directed by the Reference Room attendant.

Other records are being taken to the Departmental vaults from the West Room of the Centennial Building. The Insurance Records are being taken to the West End of the 18th level; the Registration and Education Records to the East vault of the 9th level and the Pardon and Parole Records somewhere on 12. For the time being they will be checked in and out by our staff as before, except that Miss Hughes will do that for the Insurance Department records. She will be expected to go back and forth to the Centennial Building as well as in this building during the process of moving.

Mrs. Schirmer and Mr. Hildebrand are finishing with what we have. I have sent them back into the vaults to do a few strays. There are also some printed records in the safe, but you can do them yourself sometime. Up to last night Miss Rogers had made no

arrangements with Miss Skogh for them to go into the State Library. They will know the latest information on that before I leave. If there is any difficulty, it might be a good idea to call Mr. Vogel and ask if they can go to Room 531. Hemsaid to let him know a day or so ahead of time so he could have the room cleaned up a bit. I believe Mr. Blood intends to send a man for that in Mrs. Schirmer's place so consult him before you send them over. I think though that you will be able to work in Miss Skogh's department next week.

I have not had time to touch the catalog rules but expect to start on them soon after my return. The notes are in the bottom left hand drawer of my desk if you need them.

Several drawers have been added to the records here and there the past two weeks and should be added to the inventories. I suppose Mr. Gebhart can tell you where they are. My inventory list is on the table in my office. Don't try to do anything with the Accounting Department records until my return. Some are going to the Departmental vaults.

Next week you can help the girls in the Reference Room, and work some more on the bibliography on archival science. I should also like to have you study the indexing of names in the session laws. I believe you have some slips which I made as samples some time ago. You also have the rules for coding with Soundex. Please study this in preparation for teaching Miss Mac Pherson to type such index cards. After copying cards for one volume she ought to be able to make the cards directly from the book, subject to your proof reading and correction. I will help you with this latter point.

They may be also a few labels to make in the vaults. Please check this. We will not be responsible for labels in the departmental vaults.

I trust you had a pleasant and happy vacation. When I return from A.L.A. we can get things going smoothly over here once more and we can live a more placid life - I hope.

I will be at the Muehlbach Hotel in case you have to get in touch with me.

July 7, 1938

**NOTICE TO ARCHIVES BUILDING WATCHMEN.**

Please observe the following regulations with respect to admitting employees to the Archives Building outside of building hours of opening. The Archives Building is open during the following hours only:

8:15 A.M.- 5:15 P.M. Mondays through Fridays.  
8:15 A.M.- 12 Noon. Saturdays.

Archives employees and Historical Record Survey workers shall be admitted to the building during those hours only. Historical Records Survey workers shall not be permitted to make up time outside of building hours.

Mr. and Mrs. Loos, who are editing the Blue Book, are authorized to go to their second floor office only, at all times.

Mr. Blood, Supervisor of the Historical Records Survey, may go to his office outside of building hours if necessary, but he may not take anyone else into the building.

Miss Rogers, Miss Norton and Mr. Weatherbee may have unrestricted access to the building, alone or accompanied, at all times.

Janitors may have access to the building outside of building hours when on duty only.

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent.



July 7, 1938

To the watchman on duty:

This will authorize you to admit Mrs. Nelson and her guests to the Archives Building on Sunday July 10, and to admit her to such parts of the building as she desires to show them.

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent.

MA2 1000 00143

00 1014 1014

1014 1014

*Sub. rule*

September 22, 1938

Beginning Monday October 3 the Archives Reference Room will remain open during the noon hour, Mondays through Fridays.

The Schedule for the Reference Room will be as follows:

Week 1. 8:30 A.M. - 11:30 A.M. Mrs. Nelson

11:30 A.M. - 1:00 P.M. Mr. Wetherbee

1:00 P.M. - 1:30 P.M. Mrs. Nelson

1:30 P.M. - 5:00 P.M. Mrs. Mc Padden

Week 2. 8:30 A.M. - 11:30 A.M. Mrs. Mc Padden

11:30 A.M. - 1:00 P.M. Mr. Wetherbee

1:00 P.M. - 1:30 P.M. Mrs. Mc Padden

1:30 P.M. - 5:00 P.M. Mrs. Nelson

Mr. Wetherbee will be on call to assist, 8:30 A.M. and Mr. Mac Donald, 1:30-5 P.M., every day. Miss Macpherson and Mr. Hanson may be called upon as alternate assistants in the Reference Room and Mrs. Nelson, Mrs. Mc Padden and Mr. Wetherbee may substitute for each other in charge of the desk. Mr. Mac Donald may also substitute at the desk.

In case of substitution of schedules, such substitution must result in an equal exchange of time that is, an exchange of lunch hours must be an exchange of the same period.

ILLINOIS STATE LIBRARY

Archives Division

Superintendent.

November 21.  
1938.

To The Watchmen  
Archives Building.

Dear Sirs:

The slips from the watchman's clock indicates that the rounds which you have been instructed to make are not being made as per your instructions. The watchman between 4 and 12 is required to make one complete round of the building, the watchman on duty 12 mid-night and 8 A.M., is required to make at least one complete round, and the watchman on duty Saturday and Sunday is required to make one round during the afternoon Saturday and at least one complete round during the day Sunday. I knew that within the last month or so we have had irregular schedule, but now that all the regular watchmen are back, please cooperate in making the protection of the building as complete as it should be. You are particularly requested to watch for unlocked vault doors, unnecessary lights and to report any burned out lights which you may know, to the head janitor when he goes on duty or at any other time.

I have had to have the lockers which you took to the men's rest room removed to the basement as Mr Hughes has instructed me that for sanitary conditions he does not wish to have any lockers above the basement floor. No furniture should be moved, even temporarily without my permission, this includes furniture taken from the Reading Room to the Lobby during the night.

I am sure there is no lack of cooperation, but that we have gotten into careless habits, because of various irregularities in schedule during the past month. I appreciate the fine cooperation you have always given us and hope you will continue to give it.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

MCN:ED

Superintendent

## ILLINOIS ARCHIVES STAFF REGULATIONS.

These rules are not intended to hamper the work or restrict the privileges of members of the Illinois State Archives staff. Their purpose is simply to facilitate the work of the staff, protect the building and equipment, and to safeguard the public records deposited in the building. The cooperation of all members of the staff in the observance and enforcement of these rules will contribute to these ends.

### Access to Archives Vaults.

No person other than an employee of the Archives Division shall be admitted to the Archives vaults.

Staff members may not take any person, including clerks of other departments, into work rooms, staff rest rooms, and vaults. Guide service will be provided to members of the public visiting the building.

### Keys.

No employee or other person except the watchmen while on duty, and the Superintendent of Archives shall possess keys giving admittance to the Archives vaults.

The watchman shall turn over all Archives Building keys in his possession to the watchman who relieves him at the end of his shift.

The head janitor shall obtain a key to the Archives vault from the watchman and shall personally supervise the janitor work done therein, after which he shall return the key to the watchman.

### Entrances to Archives Vaults.

Doors leading into the Archives vaults from workrooms and the freight elevator shall be kept locked when the entrances are unguarded.

Employees desiring admittance shall apply to the watchman to unlock the door.

The chief of stacks or some other Archives employee so instructed by the Superintendent of Archives shall be responsible for turning out all lights in the Archives vaults at closing time and for seeing that all doors are securely locked.

The watchman on duty at closing time shall also try all doors leading into the stacks after employees are out.

The Reference Room entrance to the Archives vaults shall be unlocked by the watchman when the Reference Room attendant comes on duty.

This door shall be locked or the watchman summoned if the attendant on duty has cause to leave the Reference Room.

The door to the Reference Library shall be kept locked by the officer in charge of the Reference Room who may while on duty carry a key to the same.

Custody of Records in Archives vaults.

Records classified as Non-current and deposited in the Archives vaults shall be subject to the absolute control of the Archives Division as to location in the vaults, methods of filing, repair, binding and rules for reference use.

Records in Archives Vaults Not Removable.

Records in the Archives vaults and documents in the Reference Library may not be taken from the Archives Building for any other purpose except binding ordered and supervised by the Archives Division. This restriction applies not only to the public but also to representatives of the departments of origin.

Records from the Archives vaults may not be taken to any other part of the Building except by a member of the Archives clerical or professional staff.

Use of Tobacco and Eating.

Smoking, the lighting of matches, and eating in stack areas or in any other areas in which archival materials are in use or in temporary or permanent storage are strictly prohibited. Refusal to obey this rule shall be grounds for dismissal.

Janitor Service.

Janitors shall clean the Archives vaults outside of office hours under the supervision of the head janitor under the same regulations laid down for the cleaning of the Departmental vaults.

Janitor work performed during office hours shall be supervised by the clerk in charge of the Receiving Room or the Chief of Stacks.

Superintendent Library Divisions  
ILLINOIS STATE LIBRARY

Superintendent Archives Division  
ILLINOIS STATE LIBRARY.

COLLEGE GOVERNMENT ASSOCIATION



ROCKFORD, ILLINOIS

February 2, 1939  
Rockford College  
Rockford, Illinois  
Box 48

Illinois State Archivist  
Springfield, Illinois

Dear Sir:

Dr. Leonard White, of the University of Chicago, suggested that I write to you and ask you for some information concerning the manner in which I might apply for a position in your department. I will receive my degree from Rockford College in June, 1939. I have majored in Government and History.

I should be very glad to pay the postage on any material you would care to send me. Thank you for the consideration you have shown this request.

Sincerely yours,  
Margaret Kavanaugh.

February 11,  
1939.

Miss Marjorie Cavanaugh.  
Rockford College,  
Rockford, Illinois.

Dear Miss Cavanaugh:

An application for a position in any of the Illinois State Library Division's should be addressed to Miss Helene H. Rogers, Superintendent of Library Divisions, Illinois State Library. I showed your letter to her. There are at present no vacancies in the State Library, but it would do no harm if you are interested, to file a formal application with Miss Rogers.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

MCN:ED

Superintendent

ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. HUGHES  
SECRETARY OF STATE AND STATE LIBRARIAN  
HELENE H. ROGERS  
SUPERINTENDENT OF LIBRARY DIVISIONS

February 18, 1939

DIVISION SUPERINTENDENTS  
MARGARET C. NORTON  
ARCHIVES  
CHARLOTTE RYAN  
EXTENSION SERVICE  
HARRIET M. SKOGH  
GENERAL LIBRARY

On account of the danger of attracting insects, it is necessary to prohibit the eating of food in the Archives Building. Special permission has been granted to the State Library Mending Project to eat lunches during the noon hour, subject to certain precautions which they are careful to observe. Eating of candy, ice cream, cake, fruit, sandwiches or other refreshments anywhere in the Archives Building is prohibited by order of Secretary of State Hughes. Since we have found a few silver fish in various parts of the building, please be careful to observe this regulation.

ILLINOIS STATE LIBRARY  
Archives Division

*Margaret C. Norton*  
Superintendent



3 May 1939

Mr. Paul K. Moore  
Superintendent  
Batavia Public Schools  
Batavia, Ohio

Dear Mr. Moore:

It is impossible for me to fill out your blank, completely, asking for my opinion of Mr. Alston G. Field, who is applying for the position of social science teacher in your school. My contacts with Mr. Field were intimate while he was acting as State director for the Historical Records Survey. I can speak of him only as a man and a scholar, since I have not seen him teach and know nothing about his teaching capacity.

Mr. Field is a brilliant young man and has a personality, which I think would make him a community asset wherever he might go. He is a fluent and interesting speaker. He likes people and people like him. The workers on the Survey seemed to have a great personal affection for him, because they felt he was always interested in them as individuals, not as case numbers.

He likes to teach, and I believe should make an excellent teacher. Certainly his several years experience with the various welfare agencies of the Government should have given him a real insight into social science, so that his teaching will not be pure theory, but based upon real knowledge.

He has a charming wife, who would also fit well into the community, and a very attractive small daughter.

I should not hesitate to recommend him for any position which might be opened to him, and will be glad to amplify this statement in any way that you suggest.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MCM AR

ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. HUGHES  
SECRETARY OF STATE AND STATE LIBRARIAN  
HELENE H. ROGERS  
SUPERINTENDENT OF LIBRARY DIVISIONS

June 7, 1939.

DIVISION SUPERINTENDENTS  
MARGARET C. NORTON ARCHIVES  
CHARLOTTE RYAN EXTENSION SERVICE  
HARRIET M. SKOGH GENERAL LIBRARY

HISTORICAL RECORD SURVEY WORKERS

Your attention is called to the regulations restricting entrance to the Archives vaults to the regular Archives Division staff and persons working under their immediate and personal supervision. Several things, such as finding vault entrances to the freight elevator open and the Receiving Room door taken off the latch, have been blamed onto the Survey workers. Protect yourselves as well as the Archives by keeping out of the vaults and off the freight elevator. Please be careful also to see that the basement entrance to the staff elevator is kept locked.

If you need to see a Survey worker who is working in the vaults, please phone him or ask a member of the Archives staff to call him out. If you need to visit the vaults to verify references or to check on the Archives inventory, please get authorization from me, or in my absence, from Mr. Wetherbee.

We realize that many of our regulations may seem over fussy to those of you accustomed to ordinary office practice. The nature of the records in the archives, however, is such that Secretary of State Hughes has instructed me to enforce all regulations strictly. Your cheerful compliance with other regulations, such as the prohibition of smoking, is greatly appreciated, and I bespeak your observance of the above.

*Margaret C. Norton*  
Superintendent, Archives Division  
ILLINOIS STATE LIBRARY.



COLUMBIA UNIVERSITY

July 5<sup>th</sup>

Dear Miss Norton:

Had a wonderful trip here and  
are located, rent here is rather  
expensive, and likewise is food  
but New York is a wonderful  
city and the scenery in Pennsylvania  
is wonderful, received my check  
and had my first day of instruction  
as far as I can see it promises  
to be a wonderful and complete  
course in Microphotography.  
The University are using Folmer <sup>Graph</sup>  
and Argus Reading Machines  
exclusively, and also have a



photostat machine, which the students are going to have a chance to operate and learn the mechanics of, they have a very fine Laboratory but no film ~~stall~~, but of course they have much more, and complete equipment than we have in Springfield. Had a little talk with Miss Sanderson, but she is going away for the summer I understand, but sends her best regards, before closing I must thank someone or maybe both you and Miss Rogers for giving me the opportunity to attending this course, which I am sure is going to benefit both me and the Library alike I am  
sincerely  
remember me to all T. Marinus Hansen  
and Family

July 14,

1939

**Memorandum:**

To Historical Records Survey workers in the Archives Building. On account of attracting roaches, Mr. Hughes has directed me to permit no food to be eaten in the Archives Building. Realizing that this might render hardships to some people, I have not enforced this ruling strictly, however, insects have been attracted into the 3rd floor rest room. A clean and cool place has been provided in the West room of the basement. Will you kindly eat your lunches there and gather all the crumbs and paper and put them into a barrel provided for that purpose. You will not be disturbed by janitors coming into the room at that hour.

Thank you very much for cooperating.

ILLINOIS STATE LIBRARY  
Archives Division

*Margaret C. Norton*

Superintendent

July 18,

1939

Mr. Martinus Hansen,  
School of Library Service,  
Columbia University,  
New York, New York.

Dear Mr. Hansen:

Enclosed is your check, I guess you were getting worried because it did not come, but the rest of us have not as yet received ours on account of the starting of the new biennium. I am glad to hear that you enjoy the work and know that Bobbie and Mrs. Hansen are at least having a good time in New York City, I wish I were there too.

Sincerely

ILLINOIS STATE LIBRARY  
Archives Division

MCN:ED

Superintendent

Mr. Hansen

July 26, 1939

TO THE STATE LIBRARY STAFF:

The State Library exhibit at the State Fair will be among those in the room under the Grand Stand. Miss Rogers has asked that a schedule be worked out which will insure there being at least two of the State Library staff members on duty from 8 to 6 each day, on a 6 hour work day basis, from Saturday, August 12, through Saturday, August 19. If each staff member can work one such 6 hour period, the time can be covered.

Will you indicate your preference as to the time you would rather be assigned for this work, with an alternative.

Aug. 12 Sat.	Aug. 13 Sun.	Aug. 14 Mon.	Aug. 15 Tues.	Aug. 16 Wed.	Aug. 17 Thurs.	Aug. 18 Fri.	Aug. 19 Sat.
8-3	8-2	8-3	8-3	8-3	8-3	8-2	8-3
2-6	2-6	2-6	2-6	2-6	2-6	2-6	2-6

The 6 hours put in at the Fair are in lieu of the regular work day at the Library in the Centennial Building, not in addition to it. If your State Fair duty comes at a time when the Library is closed, the time may be credited against some similar amount of time you may want to take off at a later date.



The Archives Division of the State Library is represented by two posters emphasizing the importance of archives to every citizen as an individual. One is entitled "If Your County Court House Should Burn Tonight". It shows a picture of a burning building surrounded by outline drawings symbolizing the types of records which would be destroyed, such as historical documents, birth and marriage records, deeds and mortgages, agreements, wills, assessments, proof of citizenship, etc. The second poster entitled "Where the State Library House the State Archives", shows a photograph of the new State Archives Building surrounded by other drawings symbolizing the variety of records owned by the State: land grants, enrolled laws, highway designs, insurance company regulations, automobile registrations, maps used in mine rescue work etc.

Samples of the published inventories of Illinois State and County archives, taken by the Historical Records Survey of the W P A under the sponsorship of Edward J. Hughes, Secretary of State and State Librarian are also on display.

STAFF ASSIGNMENTS

ILLINOIS STATE LIBRARY EXHIBIT

STATE FAIR 1939  
Aug. 12-19

*Miss Horton*

8:00 - 3:00 o'clock

Miss Osterholtz  
Miss Brumber

Saturday August 12

2:00 - 8:00 o'clock

Miss Mills  
Miss Gaffigan  
Mr. Looker

8:00 - 2:00 o'clock

Miss Nichol  
Mrs. Kane  
Mr. McDonald

Sunday August 13

2:00 - 8:00 o'clock

Miss Bryant  
Miss Horton

8:00 - 2:00 o'clock

Mr. Dennis  
Miss Chipchase  
Miss Hurst  
Miss Dieckhaus

Monday August 14

2:00 - 8:00 o'clock

Miss Bailey  
Mr. Nelson  
Mrs. McFadden

8:00 - 2:00 o'clock

Miss Missinger  
Mr. Anderson  
Mrs. McFallen

Tuesday August 15

2:00 - 8:00 o'clock

Miss Martin  
Mrs. Reader  
Miss Reagan

8:00 - 2:00 o'clock

Miss Schaeffler  
Mr. Kenney  
Mr. Sansburn

Wednesday August 16

2:00 - 8:00 o'clock

Miss Moyer  
Mrs. Karraker  
Miss Turner

8:00 - 3:00 o'clock

Mrs. Norris  
Miss Jenks  
Miss Ryan

Thursday August 17

2:00 - 8:00 o'clock

Miss Garrett  
Miss Davis  
Mrs. Nelson

8:00 - 3:00 o'clock

Miss Bowles  
Miss Singh  
Miss Long

Friday August 18

2:00 - 8:00 o'clock

Mrs. Roberts  
Miss Foster  
Miss Davies

8:00 - 3:00 o'clock

Mr. Giganti  
Mrs. Eeman

Saturday August 19

2:00 - 8:00 o'clock

Mr. Myers  
Mr. Vetherbee

STAFF ASSIGNMENTS  
ILLINOIS STATE LIBRARY EXHIBIT  
STATE FAIR 1939  
August 12-19

*Miss Norton*

8: a.m. - 2:00 p.m.

SUNDAY August 13

2:00 p.m. - 8:00 p.m.

Miss Nichol  
Mrs. Kene  
Mr. McDonald

Miss Bryant  
Miss Norton

New York Aug 3

Dear Miss Norton!

Have received my checks promptly. The last from Miss Rogers, and thought maybe you would like to hear a little about how I am getting along with the course. We have so much homework to do, and with my limited education, sometimes it all seemed to be clear over my head, but with lot of studying, and hard thinking I have managed so far, right now we are working on examination papers, and I am really scared stiff, but I hope it turns out all right.

I never knew there so many technical terms, and different angles to consider, untill I got to working with them on paper, but I am sure most of them will be licked, by the time I am through here. When I first started

I thought maybe I was pretty good as a photographer, but sorry to say my mind has been changed. very much since coming here, am afraid lot of the work I have done in the past will have to be corrected, but am also sure when I return, I will be able to handle most any problem, which might be assigned to me, and best off all I think I will be able to show that I am more experienced instead of experimenter, I am sure & now we can go ahead with whatever program has been planned for microphotography. All in all I am very much pleased with the whole thing, and am sure you and Miss Rogers, will be well pleased also. Am returning after the course is finished, and will be seeing you the 19<sup>th</sup>, kindly hold the 15 August check untill I return, untill then I am sincerely

Morris Hansen and family



ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. HUGHES  
SECRETARY OF STATE AND STATE LIBRARIAN  
HELENE H. ROGERS  
SUPERINTENDENT OF LIBRARY DIVISIONS

31 August 1939

DIVISION SUPERINTENDENTS  
MARGARET C. NORTON  
ARCHIVES  
MARGARET K. GILBERT  
EXTENSION SERVICE  
HARRIET M. SKOGH  
GENERAL LIBRARY

MEMORANDUM TO ARCHIVES STAFF:

Pending the settlement of the Supreme Court cases involving the passage of bills after July first, Mr. Hughes has requested that I should handle all calls relating to these cases. Therefore, until further notice, all calls for bills or legislative material for the 1939 General Assembly, and all calls involving constitutional records shall be referred to me directly.

ILLINOIS STATE LIBRARY  
Archives Division

*Margaret C. Norton*  
Superintendent

MCN AR

*B. m. ed -*  
*S. G. W.*  
*E. R. m. ed.*  
*A. S. R.*  
*M. A.*  
*C. C. N. 2*

*Archives Staff*

23 September 1939

Miss Rogers:

We thank you for your invitation  
to a Cook-out, and will join you at Carpenter's  
Park, Thursday, September 28th at five O'clock.



ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. HUGHES  
SECRETARY OF STATE AND STATE LIBRARIAN  
HELENE H. ROGERS  
SUPERINTENDENT OF LIBRARY DIVISIONS

DIVISION SUPERINTENDENTS  
MARGARET C. NORTON  
ARCHIVES  
CHARLOTTE RYAN  
EXTENSION SERVICE  
HARRIET M. SKOGH  
GENERAL LIBRARY

25 October 1939

MEMORANDUM TO ARCHIVES STAFF:

As you all know, I am required to make a monthly report on the activity of the Archives Division of the State Library to Miss Rogers. In connection with this report, I have been keeping a diary. It occurs to me that many things which would be of interest to add to this report do not come to my attention, and I would appreciate it if the members of the staff would keep a similar record of their activities and would send me by the 20th of each month a very brief statement about their work for the month. The first report would be the 20th of November. I do not care for any detail on this. If you have finished a piece of work: for instance, if you have finished filing the Corporation Reports, or if you have finished the filing of the Governors' correspondence to a certain date, please note that along with a statement as to your major piece of work for the month. Mr. MacDonald should, for instance, keep a record of the number of documents that he repairs, and if for others than the archives, for whom the work was done. Mr. Hansen should report on a list of documents copied by film and what documents were copied and for whom, with the number of pages, & number of enlargements made. It is not necessary of you to report that you worked so many hours during the month in the reference room, because I know that, but I would like to have you give me a brief statement as to any interesting reference questions, which you have or interesting people who come in. I would also like to have you note any interesting documents which you happen to handle during the month. This report may be very informal and is not intended to check up on the quantity of your work, but merely to enable me to report fully upon the activities of the division.

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

SUMMER PROJECTS 1939.

1. Transfer correspondence files to Departmental Vault in Archives.

Mrs. Neenan  
Mrs. Roberts  
Miss Dieckhaus.

2. Prepare newspapers and magazines for binding.

Mrs. Baird  
Miss Osterholts

3. Revise Information pamphlet file.

Mrs. Lacey  
Miss Garrett

4. Compile inventory of furniture and equipment.

Miss Rogers  
Miss Bowles

5. Re-arrange picture file; mount small prints; arrange postal card file.

Miss Foster  
Carl Giganti

6. Check our Reference Collection with indexes for later editions to be considered for purchase.

Miss Skogh  
Mrs. Lacey  
Miss Garrett

7. Check reading courses for new material to be added and titles to be considered for the purchase of additional copies.

Miss Ryan  
Miss Buhrmann

8. Check our "current" files of statutes of other states and check lists for later publications we should try and obtain thru exchange.

Miss Skogh  
Miss Bailey

9. Check books to be considered for reconditioning and repairing.

Miss Ryan  
Miss Skogh  
Miss Hurst

10. Carefully check returned books and have all corner to corner book pockets changed; check that all pockets are stamped "Illinois State Library"

Miss Davies  
Miss Smith  
Miss Hurst

11. State Fair Exhibit.

Miss Norton  
Miss Ryan  
Miss Skogh  
Miss Rogers.

HISTORICAL RECORDS SURVEY WORKERS  
ON ARCHIVES STAFF

Merwin Templeton	1029 N. 4th - City
James R. Kildebrand	1905 E. Jackson St. City Capitol 5041
Ransom Lott	128 - 9th - Jefferson St. City
Leil Burch	408 1/2 - East Adams <sup>ST</sup> - Capitol - 761
Rose Carberry	1119 So. 14 <sup>th</sup> St.
George Clinton	627 - N. 18 <sup>th</sup> St.
Bernard Shyne	1131 So. 2nd Street Main 4499
Virginia Campbell	1300 South Seventh St. - M 274
Margaret A. Bohr	1335 - North 9th St. Main 2561
May Taylor	2172 South 9th St.
Edna Dill	129 1/2 E. Capitol.

6-8:30	8:30-9	9-10	10-11	11-11:30	11:30-12	12-12:30	12:30-1
CATALOGING DEPT.*	Wether- bee. Turner	Wether- bee. Turner	Wether- bee. Turner	Wether- bee. Turner	Wether- bee	Wether- bee	Wether- bee
FILING	Mc- Fadden	Mc- Fadden	Mc- Fadden	Mc- Fadden			
MENDING DEPT.*							
PHOTOGRAPHIC LABORATORY	Hanson	Hanson	Hanson	Hanson	Hanson	Hanson	Hanson
REFERENCE DISK	Nelson	Nelson	Nelson	Nelson	Turner	Turner	Turner
RECEIVING ROOM.*	Mc- Donald	Mc- Donald	Mc- Donald	Mc- Donald			
STENOGRAPHIC DEPT.*	Reeder	Reeder	Reeder	Reeder	Reeder		
JANITOR*	Levine	Levine	Levine	Levine	Levine	Levine	

SCHEDULE TO ASSIST IN REFERENCE ROOM

8:30-11:30 McDonald when records not being transferred  
Hanson when MacDonald in Receiving Room.

11:30-1 Hanson  
1:00-2:30 Nelson  
2:30-5 Wetherbee

\*Extra help provided here by NYA, WPA and HRS

<u>PM Schedule</u>	1-1:30	1:30-2	2-2:30	2:30-3:30	3:30-4:30	4:30-5
CATALOGING DEPT.*				Wether- bee. Turner	Wether- bee. Turner	Wether- bee Turner
FILING	Nelson	Nelson	Nelson	Nelson	Nelson	Nelson
MENDING DEPT.*	Mc- Donald	Mc- Donald	Mc- Donald	Mc- Donald	Mc- Donald	Mc- Donald
PHOTOGRAPHIC LABORATORY				Hanson	Hanson	Hanson
REFERENCE DESK	Mc- Fadden	Mc- Fadden	Mc- Fadden	Mc- Fadden	Mc- Fadden	Mc- Fadden
RECEIVING ROOM*						
STENOGRAPHIC DEPT.*		Reeder	Reeder	Reeder	Reeder	Reeder
JANITOR*			Levine	Levine	Levine (until 4)	

SCHEDULE TO ASSIST IN REFERENCE ROOM

8:30-11:30 McDonald when records not being transferred  
Hanson when MacDonald in Receiving Room.

11:30-1 Hanson  
1:00-2:30 Nelson  
2:30-5 Wetherbee

\*Extra help provided here by NYA, WPA and HRB

## KEYS FOR DEPARTMENTAL VAULTS

For greater protection to records filed in the Departmental Vaults, the following supplemental Regulations will be in effect until further notice:

Issuance of Keys. Clerks wishing to go to Departmental Vaults shall apply for keys to the attendant on duty in the Reference Room of the Archives Building.

Receipts for Keys. The clerk shall sign a receipt in duplicate giving his or her name, department and the vault key number. The receipts will be stamped with the date and time of taking and returning the key. Upon return of the key, one receipt will be given to the clerk, the duplicated filed by the Archives Division for inspection by the department head.

Return of Keys. All Departmental Vault keys shall be returned to the attendant at the Archives Reference desk before the clerk to whom they have been issued leaves the Archives Building. The Departmental clerk will be held personally responsible for the vault and its contents until the keys or keys issued in his name has been returned.

Signatures. To ensure against admission of unauthorized persons to Departmental Vaults, heads of departments are requested to file with the Superintendent of the Archives Division, a list of names and the signatures of all persons they wish to have permission to go to their vaults.

Historical Records Survey employees working under the supervision of a department will be admitted to Departmental Vaults only on signed authority of the department head involved, stating specifically the days on which such person or persons may be admitted to the vaults. Historical Records Survey workers are not employees of the State and such persons are left unsupervised in the Departmental Vaults at the Department's own risk.

Janitors. Departmental Vaults will be cleaned by Archives building Janitors under the supervision of the Head Janitor. The Head Janitor shall file a written report with the Superintendent of the Archives Building each day Janitors work in Departmental Vaults. This report shall state the name of the Janitor working in the vault and the exact time covered. The Head Janitor will also report the same information with respect to State engineers or other mechanics taken to Departmental Vaults for necessary repair work. These reports shall be subject to inspection by the departments heads.

Engineers and Mechanics, shall not be left alone in a vault, but shall at all times be accompanied by the Engineer in charge of the Archives Building or the Head Janitor. Vault doors shall be kept closed at all times when a properly accredited person is not working in the vault.

Archives building employees, including clerks, watchmen, Janitors and W P A workers are forbidden to admit anyone to a Departmental Vault except such persons as have signed for keys.

Under no circumstances shall Archives employees enter a bay in a department vault except when accompanied by a duly accredited clerk of the Department to which the Bay has been allocated. Under no circumstances shall an Archives employee remove or refile any records in Departmental Vaults.

*From the desk of—*  
**HELENE H. ROGERS**

Memo to Miss Norton  
Archives

Will you please bring this  
to the attention of the persons  
working in the Archives.

If anyone is interested,  
please use the attached envelope  
for their contribution.

Please return to Miss Dieck-  
haus Thursday noon.

A handwritten signature in dark ink, appearing to read 'H. Rogers', with a long horizontal flourish extending to the right.

Assistant State Librarian.

# **HELP...**

## **THE BRAVE FINNS**

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### **SPRINGFIELD FINNISH RELIEF FUND**

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**Return to the office of  
your Employer, or the  
Group or Organization  
with whom you are con-  
tributing.**



# SPRINGFIELD FINNISH RELIEF FUND

208 CITY HALL

SPRINGFIELD, ILLINOIS



January 15, 1940.

A member of and operating under:  
FINNISH RELIEF FUND, INC.

Illinois Downstate Division

JOHN W. KAPP, *District Chairman*

Committee for Springfield, Illinois  
and Vicinity:

CARL A. SORLING, *Chairman*  
G. E. NELSON, *Vice Chairman*  
PETER AARUP  
CHRISTIAN ANDREASON  
HARRY A. EIELSON  
ALBIN O. HALBERG  
HARRY W. HANSON  
ARTHUR J. JOHNSON  
JULIUS JOHNSON  
HARRY C. JORGENSEN  
S. J. KROGDahl  
AL. C. LARSEN  
M. G. LETTOLA  
EMIL F. NOBELIUS  
O. T. OLSEN  
NILS EINAR REISTAD  
ANDREW A. SANTANEN  
ALVIN E. SKOOG  
HERBERT TRAGETHON  
J. HARRY WINSTROM

For information call:

6150  
5655  
7015

THE FINNS, A SMALL NATION OF GALLANT PEOPLE, ARE FIGHTING AGAINST TERRIFIC ODDS DEFENDING THEIR HOMES AND THEIR WOMEN AND CHILDREN FROM AGGRESSION AND TERROR. THE PURPOSE OF THE LOCAL COMMITTEE IS TO ASSIST AND FACILITATE THOSE WHO, OUT OF SYMPATHY FOR THESE BRAVE PEOPLE, DESIRE TO GIVE THEM HELP. THE REPORTS OF DESTRUCTION COME DAILY OVER THE AIR AND IN THE PRESS, AND YOUR COMMITTEE ASSUMES THE SUPPORT OF NO THOUGHTFUL AMERICAN NEED BE AROUSED FOR FINNISH RELIEF OR THE STAKE DEMOCRACY HAS ON THE FINNISH BATTLEFIELDS.

We ask you to help. Funds are the best means because they can be put to immediate use and in the most effective manner where the need is greatest. For your convenience a stamped, self-addressed envelope is enclosed with a form letter of transmittal for your use, and please indicate the amount and your name as a donor as you wish it to appear on our records. Our committee is informed, through the national organization, that contributions are exempt from Federal taxation as gifts, and are deductible from income, for income tax purposes, the same as other charitable contributions.

Checks or other payments should be made to "SPRINGFIELD FINNISH RELIEF FUND", and mailed or delivered to its office at the above address. The Springfield banks, the Illinois State Journal and the Illinois State Register will also receive your contribution.

Your gift is net to the fund, because all expense incident to soliciting, collecting and forwarding your contribution is being met by funds given locally for that purpose.

If you wish your name, or the name of the organization with whom you are contributing withheld from publication, please note on the letter of transmittal, otherwise it will be considered you have no objection to your name, as a donor, being published.

WHATEVER YOU FEEL YOU CAN GIVE WILL BE DEEPLY APPRECIATED, BUT PLEASE HELP AND DO IT NOW, BECAUSE THE NEED IS GREAT AND MOST URGENT!

SPRINGFIELD FINNISH RELIEF FUND.

(NOTE: Many wish to join with some group, fellow employees or other organization, and we are prepared to furnish immediately upon request envelopes for that purpose, which can be given each individual who can thus give as the individual feels able and willing. In such case please indicate the name the group desires used, as donor, on the letter of transmittal.)

In order to give you  
an opportunity to con-  
tribute, envelopes will  
be distributed. Whatever  
the amount of your donation,  
it will be appreciated.

Return the envelope to

\_\_\_\_\_, 19\_\_\_\_

SPRINGFIELD FINNISH RELIEF FUND  
208 CITY HALL  
SPRINGFIELD, ILLINOIS

Herewith is a contribution of \$\_\_\_\_\_ and my (our)  
name and address as contributor(s) for your records is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Miss Katherine Turner, Instructor  
L.H. Leonard

Springfield, Ill

February 2, 1940

Dear Friend:

A very interesting and informative educational course in Negro History and Culture will begin at 7 o'clock, Monday evening, Feb. 19th at Springfield High School. This course is sponsored by the Adult Extension Division of the Lincoln Library and will be given each Monday evening for a period of ten weeks.

It will deal with all phases of negro life: his origin, his progress and contribution to art, religion, literature, government, science and industry. Classes will be partly devoted to lecture and partly to discussion.

You and your friends, all social and civic groups, study clubs and similar organizations, are invited to attend. Never before in the history of the city of Springfield, has such an opportunity been given to study the history and achievement of the negro.

A small registration fee will be charged for the course but do not let this stop you. It will not have to be paid at once and installments can be arranged from time to time. In under certain circumstances, scholarships can be arranged for those who could not otherwise attend. The instructor has agreed to give the fee paid to her for her teaching services, toward the care of an underprivileged negro child in the community, so that your money is doubly well spent.

Monday, Feb. 5th, is registration day at the Springfield High School, from 6-9 P.M. As where or not the course is given is dependent on your response, remember the date - Feb. 5th, the time - 6 to 9 in the evening, the place - Springfield High School.

Come and bring your friends! Yours for education,

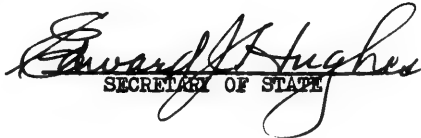
William Ashby  
Jerome O. Singleton  
Mrs. Annie Lee Davis  
Rev. K. J. Sydall  
Mrs. Margaret Byrd  
James S. LeVine  
Dr. D. E. Webster

- TO ALL EMPLOYEES -

ON FRIDAY, FEBRUARY 23rd, 1940, at 3 O'CLOCK P.M., ALL EMPLOYEES WHO MUST MAKE A RETURN FOR INCOME TAX ARE REQUESTED TO MEET AT THE CENTENNIAL AUDITORIUM TO RECEIVE INSTRUCTIONS FROM A REPRESENTATIVE OF THE COLLECTOR OF INTERNAL REVENUE.

IT IS SUGGESTED THAT EACH ONE BRING A BLANK COPY OF REPORT TO BE MADE AND THAT THEY HAVE ANY QUESTION THEY DESIRE TO ASK WRITTEN OUT BEFORE ASKING THE SPEAKER.

THIS IS IMPORTANT AND MUST NOT BE NEGLECTED.

  
SECRETARY OF STATE

FEBRUARY 21, 1940  
EJH/c

Reg  
8 April 1940

Mrs. Jessie Reid Spencer  
750 North ~~Spencer~~ <sup>Second</sup> Street  
Rockford, Illinois

Dear Jessie:

It is too bad that you did not write to me about a month ago, because a Civil Service exam for cataloger for the State Library was held about that time. I will keep you in mind, and, of course, if I can do anything to help you get located, I will be glad to do so.

I lost track of you some years ago probably about the time that you were married. I have not forgotten any of the 'old day' students at Rockford, even though I have not kept up correspondence with any of them. I have lost track of Maude Cavanaugh, but have not entirely lost track of most of the others. Mary Weld told mother recently that she had seen Sylvia Johnson recently. I am wondering if Sylvia is by any chance teaching in Rockford? Her home used to be in Chicago, but, as I remember, she had a sister in Rockford.

I am taking the liberty of sending your letter to Miss Helene Rogers, the Assistant State Librarian. Miss Rogers is also a member of the City Library Board. I do not know what the status of catalogers is in that institution, however.

Please keep in touch with me and let me know when you get located.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

MCN AR

# Instructions for Open House

May 20-25, 1940

Workers to be stationed at the following places:

1. 1st Floor Lobby
2. Museum
3. Reference Room (Mr. Hington will demonstrate his manuscript work and explain the workings of the room when the staff is busy.
4. 3d level vault. Stand by elevator and staircase to keep traffic moving and prevent anyone using either.
5. 3d level vault. One to demonstrate
6. One to run freight elevator
7. One to explain Receiving Room
8. One in I&M&E basement corridor to direct traffic strays
9. Mr. Hanson will explain Photographic Laboratory. One worker should act as guard to prevent souvenir taking.
10. The Mending project, Miss Williams, supervisor, will show their own work.
11. One to run passenger elevator.
12. One in 2d floor corridor to show archivist's suite and direct traffic. The WPA library exhibit will demonstrate their exhibit.

### First Floor Lobby

The Archives Building was dedicated in October 1938

Cost: State Appropriation of \$500,000; FWA grant \$320,000

Designed by State Architect, Mr. C. Herrick Hammond  
Sculptural Mural

Alvin Meyer of Chicago, Artist

Sculptured in Joliet Limestone; color applied by a special process so that oil from paint should not "bleed" into stone.

Represents the history of record-keeping

The walls are Joliet stone with a marble finish.

Veins which look like pencil marks or cracks are coal.

Elevator doors are of bronze. A different design on first and second floors.

Watchmen are on duty twenty-four hours a day. Two watchmen are on duty between the hours of 2 P.M. and 8 A.M.

Watchmen make rounds twice during the night.

Ask all visitors to register.

Make announcement:

I WISH TO CALL YOUR ATTENTION TO THE FACT THAT SMOKING IS ABSOLUTELY PROHIBITED IN EVERY PART OF THE BUILDING, AND I HOPE YOU WILL COOPERATE IN OBEYING THIS REGULATION. YOU UNDERSTAND THAT DURING THIS OPEN HOUSE YOU ARE BEING CONDUCTED THROUGH PARTS OF THE BUILDING WHICH ARE NOT ORDINARILY OPEN TO THE PUBLIC SO THAT WE MUST BE VERY STRICT IN THE OBSERVANCE OF THE NO SMOKING RULE.

The work of the Historical Records Survey will be shown in more detail further on in the tour.

These are the inventories which the Survey has printed to date. The cover designs were done by the WPA Art project and the mimeographing and binding done entirely by WPA workers.

The Built-in Cabinet shows some of the types of county records found in the various counties. These have been deposited with the State Archives for safe-keeping.

If anyone asks if the State Archives is making a collection of county archives:

"The State Archives works with county officials in keeping their own archives. If the counties are unable to care for their own archives and would otherwise destroy the records, the officials should confer with the State Archives before destroying any records. I know Miss Norton, the archivist, will be glad to discuss this with you if you are interested."



## 2. Museum. Nathaniel Pope Room

Each of the public rooms in the building has been named for a Secretary of State who made a definite contribution to the preservation of the State's records.

This room is named in honor of Nathaniel Pope, the first Secretary of Illinois Territory, who started keeping records. Nathaniel Pope was later a member of Congress from Illinois and was instrumental in getting legislation passed creating Illinois as a State. He is credited with the inclusion of Chicago within the boundaries of Illinois, against some opposition.

The exhibits in this room are changed about once a month and the public is cordially invited to visit the building to inspect them.

The present exhibit is intended to give a picture

- a. Of the work of the Historical Records Survey
- b. Of the Work of the State Archives, a department of the State Library.

The two cabinets immediately to your left as you enter the room show in detail the steps required in making the records available for public use. It is impossible to take you through the building in a way to show how the work progresses from one step to another. You may be interested in returning later to study this exhibit after you have seen the various rooms.

Call attention to the pictures in the first cabinet of the Departmental Vaults:

"There are two separate and distinct sets of vaults in this building: 1st, the Archives vaults for records no longer in current use and which never leave the building, except on court order. The records in these vaults are under the immediate jurisdiction of the Archivist. You will be taken into one of these vaults.

The Departmental Vaults are for the housing of semi-current records which need the physical protection of the Archives Building but which must remain under the immediate jurisdiction of the various Departments. You will not be taken into these vaults as they are not open to the Archives staff. They are equipped like the vaults you will see. The mesh partitions which you see in the picture divide the vaults so that clerks from one division of a department can have access only to their own records. The Department heads decide whether their records shall go into the Archives or into the Departmental Vaults.

## REFERENCE ROOM (Edward J. Hughes Room)

This room was named in honor of Edward J. Hughes, the present Secretary of State, who secured the appropriation for this building and who is at the head of the State Library of which the Archives is a Department. If anyone asks, No, Mr. Hughes had nothing to do with the naming of the room; he is a modest man - or words to that effect;

The walls are knotty pine. They have been treated to close the pores, but otherwise they are in a natural state. This is a Georgian style. As time goes on the walls will darken and mellow to an even more beautiful tone. The wood is helpful in absorbing sound.

Call attention to the acoustical ~~MAINTAIN~~ plaster in all ceilings.

Note the sloping tops of the desks - so it is unnecessary to prop up large books.

~~XXXXXXXXXXXX~~

Demonstrate the time-stamp for Departmental Vault keys:

Keys to the Departmental Vaults for semi-current records are kept at the Reference Room Desk. The signatures of clerks authorized by the departments to have access to their vaults are on file here.

The clerks sign for the keys in duplicate; these slips are time-stamped when the keys are taken and when they are returned.

When the keys are returned the clerk is given one copy of the slip as her receipt for return of the key; the ~~XXXXXXXXXX~~ original slip is sent to the Department head at the end of the month so that he may know who has had access to his records and when.

The Archives staff does not go to the Departmental vaults.

Only Archives staff members have access to the Archives Vaults.

### Archives Vaults

This is the 3d of 12 levels of Archives vaults. The other levels look like this. No one is to be allowed to go off this level under any circumstances. Survey workers needing volumes from other levels will bring what they need to this level, charging them at the Reference desk as being transferred to Bay 1, 3d level. No records may be brought down without such a charge, otherwise the Archives staff may be embarrassed in using them for regular reference calls.

Do not allow anyone to enter any bay or to open any drawers. Open the drawers yourself to demonstrate them.

Things to be pointed out:

Protection against dirt: walls washable, no projections to catch dust.

Pull out a drawer, showing the dust rim around the edge and the fact that there is a dust shelf between each drawer.

Demonstrate the non-tipping aluminum ladders

Avoid the use of the word "air-conditioning" - the air is washed, filtered and temperature is controlled in winter time. We could not afford the refrigeration for summer, but the vaults, not having any windows, generally stay cool. The air-washing machinery is out off in summer when the humidity is high. The air is filtered at all times.

Fire-alarm system: hollow copper tubes. Works by expansion of air. A sudden rise of temperature of so many degrees in so many seconds causes the air in the tubes to expand. This presses against a sensitive drum that makes an electrical contact. The alarm is sounded at the City Fire Department station on Second St. and at the Power Plant and Engineer's station; five minutes later the fire gong sounds in this building. The five minute lag is to permit catching anyone setting fire to a vault. We believe no fire could start in any vaults unless deliberately set and that a fire could not spread beyond the vault. This is so sensitive that once the fire department came when the heat was turned on in the fall.

The ventilating shafts go outside the vaults and there is an automatic cut-off where the ducts enter the vault.

Automatic fire-drop doors with one hour fire rating, in addition to insulated steel entrance doors.

Watchmen's stations. Watchmen patrol the building at night and Saturday afternoons and Sundays.

Emergency lights at each end and in middle of vaults. Cut over to direct current in case there is a power shortage from the indirect current. This would permit anyone to get out without feeling his way.

Time switches control lights of each bay - a great saving in electricity. Stay one 3 or 14 minutes, depending on number of times pressed.

### Archives Vaults

Point out flexibility of arrangement of equipment. We could not be certain that we would always want 6 drawer files and shelves just where they are, or that that would be ~~THE~~ the type of equipment which would be in vogue years hence. We figured our aisle space in such a way that if we want to take out the files and insert shelves, we can do so and still have correct aisle space for shelves. Demonstrate "free standing range" of shelving at east end of vault.

If Mr. Minder and Mr. Hildebrand wish to demonstrate their work, this can be done in the last two aisles. Mr. Hildebrand can only demonstrate his work for us on Tuesday evening, as there is not room for him to work on this level during regular office hours.

### 1st Floor Classification and Cataloging Room

This is the room where the Archives staff sort, file, classify, catalog and index the records. Ordinarily this room is not open to the public because we cannot run the risk of something happening to valuable records which we may have to leave spread out while working upon them.

There are nine full time members of the Archives staff, and several Survey workers are assigned to assist in inventorying and filing records which come in. At present most of this group is engaged in filing early Secretary of State's correspondence, which had never been accurately filed according to the present system.

Several Departments keep full time clerks to service the records in their departmental vaults. These clerks are assigned desks in the workrooms.

We have brought samples of the work done in the workroom above to this floor so that it would be unnecessary for you to go off this floor.

Mr. Mac Donald will demonstrate his manuscript repair work.

Other Archives staff members will not demonstrate their work but will answer questions put to them. (Push your parties through to the Survey end of the room,

The Historical Records Survey office is in the Centennial Building, but the editorial staff has been moved to this room just for this week so they could give a demonstration of their work to our visitors this week. ~~THEY~~ They will explain the steps taken to ensure accuracy in the ~~XXXX~~ inventory volumes as published.

## RECEIVING ROOM

All records are brought to the Receiving Room first.

They are fumigated.

The fumigant used is a mixture of carbon tetrachloride and Ethyl-dicholoride. This works by dissolving the fatty cells of insects, their larvae and their eggs. It is harmless to animals but kills ~~all~~ all insects. It does not kill bacteria because the papers could not stand the high temperature which that would require.

The fumigant is poured into the top of the vault, in a little trough, and gassified by electric heat.

The vault will hold about 100 transfer drawers, which are always taken out of their cabinets.

Books are opened out a bit. The fumigant is very penetrating.

The fumigant does not harm paper or ink. The U.S. Bureau of standards has conducted tests to show this.

There is another type of fumigator used in some archives. This is a vacuum type which bursts insects, etc. It is faster than ours but very expensive and complicated to operate. Our experiments show that this kills every kind of insect we encounter here.

The chief insects we find here are roaches and silver-fish. There are no book worms in this country except those brought in in shipments from Europe. The chewed books often pointed out as having had worms have usually been damaged by mice or roaches.

We allow only enough records to be brought in to fill the fumigator. If greater quantities are brought in, we require that they be stored outside the building (in some other building, of course) until the fumigator can take them. In other words, we do not allow infested records to be left in the Archives building from which the insects might travel to other parts of the building.

We do not allow food to be eaten in the building or waste paper to be left overnight. Call attention to fireproof waste bins in corridor.

RECEIVING ROOM

Cleaning Apparatus:

The records are cleaned by a combination of Compressed Air and Vacuum. This machine was devised by the United States Bureau of Standards for the National Archives and copied for us.

Demonstrate the machine.

It has been proved that blowing the dust off breaks the ~~edges~~ edges of the paper less than straight vacuum cleaning.

All the dust which can be taken off without art gum or something of the sort is taken off with this.

The filter papers have to be changed about twice a week.  
Demonstrate.

Fire extinguishers: Carbon tetrachloride. Does not harm the paper.

C  
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Y

624 N. Church St.  
Belleville, Illinois  
June 16, 1940

Miss Margaret C. Norton  
State Archives Building  
Springfield, Illinois

My dear Miss Norton:

Since visiting the new state archives building last month I have been interested in knowing what qualifications and requisites are necessary and how one may obtain a position as a junior archivist.

I have an A. B. degree from Illinois College at Jacksonville, have taught in an Illinois high school for the past three years and am doing graduate work in history, which is my major subject, at Washington University, St. Louis this summer. In April I took a civil service examination for the position of junior archivist under the federal government but of course have not heard any results since we were asked not to inquire about grades for three months.

I would appreciate any information or help you could give me. Thank you.

Respectfully yours,

(signed) Helen Grandcolas

*original to Miss Rayes*



19 June 1940

Miss Helen Grandcolas  
624 North Church Street  
Belleville, Illinois

Dear Miss Grandcolas:

I am referring your letter of June 18th, with relation to qualifications for junior archivist in the Illinois State Library, to Miss Helene H. Rogers, Assistant State Librarian, who has jurisdiction over the archives staff.

So far as I know, there are no vacancies pending in the Archives Division at present.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

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Aug  
Ans July 25 1940

Personnel

School of Library Service  
Columbia University  
New York City

Mr. S. Ambrose Wetherbee  
Archives Department  
Illinois State Library  
Springfield, Illinois.

Dear Mr. Wetherbee:

Thanks for the letter which you kindly forwarded, and for the note. So far I have weathered two classes but because I did not have time to write my lectures before I left Springfield, I feel very much like Eliza crossing the ice trying to get ready for the next day's work. That is why none of you have heard from me before.

I have a class of eleven, about half and half men and woman and including three members of the Library School staff which means I have to be good. I have a little cubby-hole office overlooking Broadway and with a glimpse of the river. The class room is a seminar room and we sit around a table, which makes it more interesting and easier on sightseeing feet. But I can not get over people being scared of me. The students just squeak when I speak to them. I am going to make one of them smile if I have to stand on my head to do it. When I get home I shall be used to such deference that I shall be expecting all the staff to line up at attention and salute when I come in.

Our hotel is the best run small hotel I ever saw. Everything is immaculate and the meals are excellent. Mother and I have two rooms with connecting bath, one fixed up as a living room. We are on the eighth floor on a high hill and look out south over the hill and city. There is no other building as high as ours until you come to the Episcopal Cathedral of St. John the Divine two blocks away, so we get all the light and air we need. So far it has been delightfully cool here in New York.

The hotel is one of those suitable for "respectable maiden ladies traveling alone." There are a few men staying there, but only a handful. The rest are earnest looking females. There are several quite old women, retired faculty members probably, and you should see the way Mother has perked up since seeing them. She ditched me yesterday and spent the whole day down town. Today she has gone to the fair.

We want sightseeing Friday, Saturday and Sunday, but I have to keep my nose to the grindstone from now on.

Please have Mrs. Reeder send me, care of the School of Library Service, twelve copies of the Catalog rules and supplement.

I seem not to have packed a typewriter eraser, so please excuse the typing. Also please let any of the staff who are interested see this letter as I may not have time to write again to anyone for a few days. I hope everything is going all right, including our new tenants. Sincerely, Margaret C. Norton

College Camp, Wisconsin  
July 24, 1940

Miss Margaret C. Norton  
Illinois Archives  
Springfield, Illinois

Dear Miss Norton:

Yesterday I took an Illinois Civil Service examination for Archivist, which was conducted by an examining board of three persons. I feel that my seven years' experience working in the University of Illinois library has made me conscious of some of the problems of classification which one trained in American History should have.

In addition to a Master of Arts degree in History, I have almost completed work on my Ph. D. in American History. When I interviewed you in 1937 I had just received the M. A. degree. I have done graduate work with Professors Randall, Pease and Dietz, whose recommendations will be filed with the Civil Service Commission.

I am intensely interested in archival work and have been studying the methods and procedures used in the work.

The Examining Board stated that I might be called for a written test. I sincerely hope this may be true. Any recommendation you would care to make would be well received and truly appreciated.

I am employed here until September 2, and of course am a legal and voting resident of Illinois.

Sincerely yours,

*Paul Satterfield*

Paul Satterfield

*Personnel*

ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. HUGHES  
SECRETARY OF STATE AND STATE LIBRARIAN  
HELENE H. ROGERS  
ASSISTANT STATE LIBRARIAN

7 August 1940.

JESSIE JENKS  
ADULT EDUCATION  
MARGARET C. NORTON  
ARCHIVES  
CHARLOTTE RYAN  
EXTENSION SERVICE  
HARRIET M. SKOGH  
GENERAL REFERENCE

MEMORANDUM TO MR. WETHERBEE.

Following the usual custom a report of your attendance at the Institute at the University of Chicago Graduate Library School is due in my office Tuesday, September 2.

I would appreciate it if you would send me a report of the various lectures attended and your comments and reactions relative to them.

*Helene H. Rogers*  
Assistant State Librarian.

## LIBRARY INSTITUTE

My attendance at the Library Institute at the University of Chicago was confined to one day, Thursday, August first. The morning lecture by Dr. A. F. Kuhlman was on the "Administration of Serial and Document Acquisition and Preparation". The afternoon was given over to a talk by Mr. Herman H. Fussler on "Microfilm and Libraries".

Dr. Kuhlman's paper was interesting not only for its orderly presentation of the subject but for interesting sidelights and valuable bits of information dropped in: for example, a reference of the Rosenwald Map Collection at the University of Chicago as one of the largest in America. Likewise, one learned of the existence of bibliographies available, such as Terry's "College and University Publications available for Exchange".

In the acquisition of serials, he discussed a number of topics essential for an intelligent program of action:

1. A knowledge of what is available for acquisition.
2. The needs to be served by the Library.
3. Establishment of an acquisition "set-up" in the Library.
4. Organization of the collection for use. (Indexes, etc.)
5. Adequate reference personnel. An interesting point in this connection was his belief that a knowledge of cataloging was necessary for a good Reference librarian.
6. Prompt finding.

The necessity of having a complete collection was particularly stressed. The exasperation and futility of trying to do research only to find gaps in the file of missing months or years is known to all who have done research.

Dr. Kuhlman then launched into the functions of a State Library and seemed to think the growing emphasis on extension work was crowding out the real function of the State Library - namely, to be for the benefit of State officers. I cannot say that I agree with him here for I see no reason why the State Library cannot perform both functions equally well. Neither need be sacrificed to the other, and the expense to the State of performing both functions in one library certainly should be less than having two separate organizations doing the work.

My notes on Mr. Fussler's talk on "Microfilm and Libraries" are practically nil but that does not mean I

got nothing out of it. His was a scholarly, well presented talk on the uses of microfilm by libraries, limitations of microfilm and the prospect for the future. His alertness on answering questions showed his complete mastery of his subject and one really felt that one had listened to an authority on the subject.

If the day I attended the Institute was as typical a day and if the other speakers maintained as high a standard of interest and excellence as Dr. Kuhlman and Mr. Fussler, the Graduate Library School of the University of Chicago deserves high praise indeed. Attendance at this one day of the Institute was far more valuable and stimulating to me than anything attended at A.L.A. The latter may have a greater social value for making contacts with other librarians and renewing old friendships but the Institute, as judged from the day I attended, is a real treat for librarians who want to keep abreast of the profession and is worth ten times an A.L.A. convention.

21 August 1940

Mr. Paul Satterfield  
College Camp  
Wisconsin

Dear Mr. Satterfield:

The examination which you recently took for archivist in the State Library is the examination for my own position which has never, until recent legislation, been under Civil Service.

It is possible that new staff members may be recruited in the future from this list, but I do not know whether that will be true or not. There are at present no vacancies in the staff, and I know of none pending.

I am interested to know that you are still interested in the work. If you happen to be down this way, you will be interested in seeing the new archives building which has been completed since you visited here.

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

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1207 South Race Street  
Urbana, Illinois  
August 31, 1940

Miss Margaret C. Norton  
Archives Division  
State of Illinois  
Springfield, Illinois

My dear Miss Norton:

May I inquire what, if any, are the possibilities of employment in the new archives building at Springfield? Early this month I completed my work for the doctorate in History at the University of Illinois. Prof. J. G. Randall was my adviser, and my doctoral dissertation was on the subject, "Lincoln as President Elect."

I recall meeting you at Philadelphia in December, 1937, on the stair of the Bellvue-Stratford Hotel, when the American Historical Association met there. We discussed my recent book on Lincoln, Lincoln's Rise to Power, and Eisenschiml's Why Was Lincoln Murdered.

Should there be any chance of an opening which I might fill in your department, Dr. Randall and Mr. Angle can give information as to my training and qualifications in the handling of historical materials.

Very truly yours,

(signed) William E. Baringer

(Original to Miss Rogers)



4 September 1940

Dr. William E. Baringer  
1207 South Race Street  
Urbana, Illinois

Dear Dr. Baringer:

Congratulations upon the completion of your work for the doctorate in History. I do recall our conversation in Philadelphia. As to your inquiry as to a possibility of an opening in the Archives Division of the State Library, I can only refer your letter to Miss Helene H. Rogers, Assistant State Librarian, who keeps all application on file. There are no vacancies at present on this staff.

With best wishes, I am

Sincerely,

ILLINOIS STATE LIBRARY  
Archives Division

Superintendent

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CALENDAR OF EVENTS  
Season of 1940-41

This special mid-summer Calendar of Events is issued by the Lincoln Library at the request of the many organizations who are seeking to avoid conflicts and repetitions in the planning of educational and cultural opportunities for next season. It is published in the hope that, so far as possible, unfortunate conflicts of dates may be avoided, that a wide variety of opportunities may be consciously provided for, and that the many fine events may receive adequate support.

The Adult Education Department of the Library will maintain an active file of events and will be glad to receive from all organizations their schedule of dates as soon as they are arranged. The telephone number is 2-9814. Additional copies of this Calendar may be obtained at the Lincoln Library or any of its branches. The first regular monthly issue of the Calendar will be published on October 1.

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ADULT EDUCATION CLASSES

In early September the Sangamon County Citizenship Day Committee will offer a series of classes entitled "The Voter and His Government." These are planned especially for the New Voters of Sangamon County.

In late September or early October, many classes for adults are offered by a number of different agencies. The October Calendar will include detailed information. The following have been definitely scheduled.

<u>Y. W. C. A.</u>	Contract Bridge Class	Begins October 1
	Health Education Class	Begins October 7
	Paront Education Class	Begins October 9

The Community School for Adults. On October 7 the fall term of The Community School for Adults will begin. Classes will be held in Springfield High School and in Lanphier High School. The School will be in session each Monday evening from October 7 to December 9, inclusive, and from February 10 through April 14.

Springfield Junior College. First Term Evening Classes begin September 23.  
Second Term Evening Classes begin February 3.

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September 12 Thursday	Placement examinations for all freshmen. Registration begins. Springfield Junior College
September 16 Monday	8:10 a.m. Autumn semester begins. Springfield Junior College
September 23 and 24 Monday & Tuesday	Registration. The Community School for Adults
October 2 Wednesday	Evening Cornelius Vanderbilt, Lecturer Sponsor: Nancy Jane Mackie Circle of the Kings Daughters

October 5 Saturday	3:00 p.m.	Book Review. Kathryn Turney Garton Sponsor: The Woman's Club
October 12 Saturday	3:00 p.m.	Officers Reception, The Woman's Club Sponsor: The Woman's Club
October 18 Friday	Evening	Rockwell Kent, Lecturer Sponsor: Springfield Art Association
October 19 Saturday	3:00 p.m.	"The American Way." Dr. James Bradloy, recitalist Sponsor: The Woman's Club
October 19 and 20 Saturday & Sunday		Central Illinois Conference of Business, Professional and Industrial Women Sponsor: Y. W. C. A.
October 20 Sunday		Citizenship Recognition Day Sponsor: Sangamon County Citizenship Council
October 23 Wednesday	8:00 p.m.	"Heads and Tales." Malvina Hoffman, Sculptress Sponsor: The Woman's Club
October 24 Thursday	Evening	Springfield Junior College Lecture Series Sponsor: Springfield Junior College
October 26 Saturday		Homecoming. University of Illinois
November 1 and 2 Friday & Saturday		Fifth Annual Institute of Foreign and Public Affairs Sponsor: Y. W. C. A.
November 2 Saturday	3:00 p.m.	"Trends in Modern Literature." Sterling North, Lecturer Sponsor: The Woman's Club
November 5 Tuesday		Election Day
November 9 Saturday	3:00 p.m.	Clifton M. Utley, Lecturer Director of the Chicago Council for Foreign Relations Sponsor: The Woman's Club
November 13 Wednesday	3:00 p.m.	"Williamsburg." Martin K. Bovey, Lecturer Sponsor: The Woman's Club
November 13 Wednesday	Evening	Mrs. Franklin D. Roosevelt, Lecturer Sponsors: St. John's Home - St. Joseph's Home
November 14 Thursday	3:00 p.m.	"Gardens Around Charleston." Lecture - Color Slides Mrs. J. Thompson Brown, Charlottesville, Va. Sponsor: Springfield Art Association
November 16	3:00 p.m.	Book Review. Kathryn Turney Garton Sponsor: The Woman's Club

November 19 Tuesday	Evening	Thomas C. Poulter, Antarctic Explorer. Lecturer Sponsor: Illinois State Museum
December 4 Wednesday	10:00 a.m.	Philanthropic Sewing and Luncheon Sponsor: The Woman's Club
December 7 Saturday	3:00 p.m.	"Mexico - The Lady Next Door." Bertita Harding Sponsor: The Woman's Club
December 8 Sunday	4:00 p.m.	Hanging of the Green. Candle-light Vesper Service Sponsor: Y. W. C. A.
December 12 Thursday	3:00 p.m.	Violet Powell, Irish Sculptress. Lecturer Sponsor: Springfield Art Association
December 17 Tuesday	Evening	Science Lecture Sponsor: Illinois State Museum
December 28 Saturday	7:00 p.m.	Christmas Dinner Dance and Card Party Sponsor: The Woman's Club
January 8 Wednesday	10:00 a.m.	Philanthropic Sewing and Luncheon Sponsor: The Woman's Club
January 9 Thursday	Evening	Springfield Junior College Lecture Series Sponsor: Springfield Junior College
January 11 Saturday	3:00 p.m.	Clifton M. Utley, Lecturer Sponsor: The Woman's Club
January 18 Saturday	3:00 p.m.	"The Home - A Real Career." Dr. Paul Valenti Sponsor: The Woman's Club
January 21 Tuesday	Evening	Science Lecture Sponsor: Illinois State Museum
January 25 Saturday	3:00 p.m.	Book Review. Kathryn Turney Garten Sponsor: The Woman's Club
January 27 Monday		Registration, second semester, Springfield Junior College
February 1 Saturday	Evening	Beaux Arts Ball Sponsor: Springfield Art Association
February 5	10:00 a.m.	Philanthropic Sewing and Luncheon Sponsor: The Woman's Club
February 8 Saturday	3:00 p.m.	General Lectures. Program to be announced Sponsor: The Woman's Club
February 12 Wednesday		Lincoln's Birthday

February 15 Saturday	3:00 p.m.	Frosted Foods Film Sponsor: The Woman's Club
February 18 Tuesday	Evening	Science Lecture Sponsor: Illinois State Museum
February 19 Wednesday	8:00 p.m.	"Celebrities I Have Known." James B. Pond Sponsor: The Woman's Club
February 22 Saturday		Washington's Birthday
March 1 Saturday	3:00 p.m.	Book Review. Kathryn Turney Garton Sponsor: The Woman's Club
March 5 Wednesday	10:00 a.m.	Philanthropic Sewing and Luncheon Sponsor: The Woman's Club
March 8 Saturday	3:00 p.m.	Clifton M. Utley, Lecturer Sponsor: The Woman's Club
March 13 Thursday	Evening	Springfield Junior College Lecture Series Sponsor: Springfield Junior College
March 14 Friday	3:00 p.m.	"Guatemala, The Wonderland of Beauty." Madam Pogolotti, Lecturer Sponsor: Springfield Art Association
March 15 Saturday	3:00 p.m.	"Interpretations of Current Plays." Mrs. Eleanor Fletcher Sponsor: The Woman's Club
March 18 Tuesday	Evening	Science Lecture Sponsor: Illinois State Museum
March 22	3:00 p.m.	"The Miracle of the New Textiles." Lucy Rogers Hawkins Sponsor: The Woman's Club
April 13		Easter Sunday
April 17 Thursday	Evening	Springfield Junior College Lecture Series Sponsor: Springfield Junior College
May 30 Friday		Memorial Day
June 2 Monday		Baccalaureate and Commencement Springfield Junior College

#### EXHIBITS

#### Springfield Art Association

September	Springfield Camera Club
October	Watercolors. Miss Ethelwyn Bradish
December	Pictures for and by Children
January	Hoyer. One man show.

ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. HUGHES  
SECRETARY OF STATE AND STATE LIBRARIAN  
HELENE H. ROGERS  
ASSISTANT STATE LIBRARIAN

13 November 1940

*Personnel*  
JESSIE JENKS  
ADULT EDUCATION  
MARGARET C. NORTON  
ARCHIVES  
CHARLOTTE RYAN  
EXTENSION SERVICE  
HARRIET M. SKOGH  
GENERAL REFERENCE

MEMORANDUM TO MR WETHERBEE

May I have a report of the sessions  
you attended at the Illinois Library  
Association convention in Chicago, October  
24-26?

I should like to have this report in  
my office on Monday, November 18th.

HHR mh

*Helene H. Rogers*  
Assistant State Librarian.

FORTY-FOURTH ANNUAL CONFERENCE OF  
THE ILLINOIS LIBRARY ASSOCIATION

October 24-26, 1940

I attended both of the General sessions, the annual dinner and attempted to be present during some part of all the sectional meetings.

The program opened Thursday afternoon with a panel discussion on adult education led by Miss Alice Farquhar of the Public Library of Chicago. The Springfield, Illinois Community School for Adults was the topic. The success of this enterprise, sponsored by a public library, is attracting nationwide interest. The Community School for Adults was represented by its director, Mr. Leslie E. Brown, a member of the Library Board, Dr. Thomas D. Masters, a member of its faculty, Dr. Wesley Eastman, and a student, Miss Mary E. Humphrey. Each presented the problems involved and the successes attained from a different angle. The discussion was stimulating and entertaining.

Following this the Rev. Andrew B. Lenke of Princeton, Illinois gave a talk "George Washington or the Sphinx?". It presented a study of mental traits and personality differences valuable to all who work with people.

Friday was devoted entirely to sectional meetings and in the evening, the annual dinner. Here Douglas C. McMurtrie was the principal speaker. His talk "Gutenberg's Invention of Printing and its Social Significance" was a scholarly and entertaining account of the invention of printing by Gutenberg. Little doubt should remain in

the minds of his hearers as to the validity of Gutenberg's claim to the invention of printing. Part of his talk was illustrated with slides showing reproductions of some of Gutenberg's printing and other rarities of incunabula.

Saturday's General Session particularly emphasized the theme of regional library service. Miss Mildred W. Sandoe, organizer, Ohio State Library presented a paper "Ohio Does it This Way". The details of the "Ohio Plan" which Miss Sandoe defines as "an attempt to make books readily accessible to all residents of the state of Ohio and to do this in ways that will cost the taxpayers the least amount of money" are the subject of her paper. That the results have been gratifying may be judged from the fact that last year "seven million more books were read in Ohio than were read in 1934."

Miss Helene H. Rogers followed Miss Sandoe with a paper "And in Illinois---". The regional library plan in Illinois is still in its infancy, "only the working structure is set up and it is now our privilege and opportunity to develop it." The details of this "working structure" and the ways in which libraries and librarians could cooperate for its successful development were the subject of Miss Rogers' paper.

S. Ambrose Wetherbee,  
Secretary Illinois  
Library Association



20 November 1940

Miss Katherine Turner  
144 "B" Street, N. E.  
Washington, D. C.

Dear Miss Turner:

I was sorry that I was not here when you came to Springfield. I got your letter just as I was leaving for the meeting of the Society of American Archivists and did not have time to reply that I would not be here. I am glad that you could come over to the building. They tell me that you are looking fine and seem to be very happy.

I am indeed glad that you have found a position which I would think would be very congenial to you. My best wishes for success in your new work.

Sincerely,

ILLINOIS STATE LIBRARY

Archivist

MON AR

*Original letter held by Mrs. Milton*

December 10, 1940

**MEMORANDUM TO ARCHIVES' STAFF MEMBERS**

Mr. Hughes has been appointed Chairman of the President's Anniversary Ball Committee to raise funds for Infantile Paralysis work. He has requested the State Library to give out detailed work of this Committee. We are all anxious to repay his trust in us by working hard to make this a success.

Miss Dieckhaus, Mrs. Reeder and Mrs. Neenan will be in immediate charge. It will probably be necessary for them to call on all members of the staff occasionally for extra help. It may even be necessary to ask for an occasional evening's work. It will be helpful to Miss Rogers if you will list the evenings on which you have regular engagements and would be unable to give any time.

**ILLINOIS STATE LIBRARY  
Archives Division**

**Archivist**

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**Mr. Hansen**

**Mr. MacDonald**

**Mrs. McFadden**

**Mrs. Nelson**

**Miss Norton**

ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. HUGHES  
SECRETARY OF STATE AND STATE LIBRARIAN  
HELENE H. ROGERS  
SUPERINTENDENT OF LIBRARY DIVISIONS

19-11  
DIVISION SUPERINTENDENTS  
MARGARET C. NORTON  
ARCHIVES  
CHARLOTTE RYAN  
EXTENSION SERVICE  
HARRIET M. SKOGH  
GENERAL LIBRARY

THE ARCHIVES REFERENCE ROOM AND OFFICE WILL BE CLOSED  
FRIDAY OCTOBER 21, from 1:45 P.M. to about 2:45 P.M.  
on account of the funeral of the Father of Mr. Ambrose  
Wetherbee, Assistant Archivist. Departmental Clerks  
wishing to go to their Departmental Vaults will please  
sign for admittance with Mr. Riley, Elevator Operator.

Margaret C. Norton  
Archivist

4 13 8

87.  
November 24, 1941

Miss Katherine Turner  
Executive Secretary  
American Economic Foundation  
Carnegie Hall  
Cleveland, Ohio

Dear Miss Turner:

Thank you very much for the copy of the pamphlet "What Would Inflation Mean To You". I listened to this broadcast but did not recognize your voice or catch your name as one of the speakers. This "Wake Up, America" is a very interesting program, tho I have not heard many in the series because of being away from home. I shall be following it, however. I am happy for you that you have got into this work which I know is congenial to you and I wish you the best of success.

Sincerely,

MON:MEB

Archivist

# American Economic Foundation

295 Madison Avenue

New York, N. Y.

LExington 2-1350

KATHERINE TURNER

Executive Secretary

Advisory Committee

December 2, 1941

Miss Margaret Norton  
Archives Division  
Illinois State Library  
Springfield, Illinois

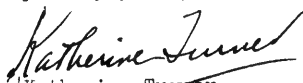
My dear Miss Norton:

Acknowledging your kind letter of recent date, I can say that I am not only busily engaged as a staff member of the American Economic Foundation, but have taken on the additional interest of compiling a book on "The Right to Strike".

It will no doubt interest you to know that this volume will be an extension of the work which I began when a member of your staff. So you see as you once told me no effort, if worthwhile, is ever lost.

Again let me thank you for your kind interest.

Very truly yours,



Katherine Turner  
Executive Secretary  
Advisory Committee

KT:em

January 7, 1942

MEMORANDUM TO ARCHIVES STAFF

Miss Rogers has informed the Department heads of the State Library that due to the withdrawal of NYA and WPA labor, it will no longer be possible to maintain our staggered schedule of hours.

Beginning next Monday, January 12th, all members of the State Library Staff will work from 8:30 to 5:00, with the usual hour and a half lunch period.

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Archivist

mfn

*2*  
*Admission*

August 8, 1942

To Whom It May Concern:

Mr. Philip E. Houy, who was an employee of the Historical Records Survey of W.P.A. for several years, was assigned to the Archives Department of the Illinois State Library. For the past three years he has worked almost exclusively under my direct supervision.

The most important work Mr. Houy has done for us is a translation of the large collection of eighteenth century and early nineteenth century French documents in the Perrin collection of Cahokia archives. This collection is generally acknowledged to be one of the most important historical sources on Illinois history, and the fact that we intrusted this work to Mr. Houy indicates what we think of his ability.

I can personally recommend Mr. Houy as a hard worker, intelligent, and conscientious. I would gladly recommend his appointment to the staff of the Archives Department of the State Library. Unfortunately, however, there are no vacancies, and all I can do to help him towards getting non-W.P.A. employment is to recommend him to others. This I do without reservations, and I will be glad to discuss his qualifications with prospective employers.

Sincerely,

MCN:MEB

\_\_\_\_\_  
Archivist

*Personal*

November 7, 1942

**MEMORANDUM: Watchman, Archives Building**

Under the regulations of the State Air Raid Warden, no persons may be admitted to the Archives Building outside of hours who do not present their identification cards. Certain departments, notably the Supreme Court and the Division of Vital Statistics of the Department of Public Health, occasionally have to get access to their departmental vaults on evenings and holidays. We are notifying these departments that they should apply to Mr. Malloy for such admission cards. In addition, these departments should furnish a letter addressed to me, as Archivist, stating the names of the persons authorized to enter their departmental vaults at such times. Please have them sign their name and department in the accompanying notebook. Give the date and the time they went to their vaults. In each case please see that this book is brought to me the next morning so that we can send due notice that access has been given to their department clerks to the department heads.

**MCN:MEB**

**Archivist**



*Journal*

Additions to the Staff - November 1942

Helen McWethy, Western Reserve Library School, has joined the staff as library assistant in the reference department.

Alice Phillips has been assigned as substitute during the leave of absence granted to Mrs. Neenan.

Elizabeth Turner has been assigned to the State Library and in the mornings will work in the Archives building under the direction of Miss Norton through Jimmie LeVine and in the afternoons she will be in the Centennial Building in the public rooms of the library keeping the tables, chairs and book shelves dusted, working directly under ~~my~~ supervision through Miss Dieckhaus.

(Signed) H. Rogers

Outline of Work for

Elizabeth Turner - (Lizzie Turner)

1. A.M. 7:30

Clean all Ladies Toilets

Wash bowls, basins and soap dishes.

Wash walls in front of soap dishes.

Wash finger prints off doors

Polish and clean washroom generally.

Keep fresh towels and soap dishes filled at all times.

Wash walls in stalls as often as is necessary.

Clean all the rest room floors daily.

Keep Staff Rest Room on 2nd Floor polished, cleaned and dusted daily.

Get all necessary supplies from Janitors' Supply Room.

Do the dusting in Archives Vault, Reference Library and Second Floor, Conference Room and any other service required by the Archivist Miss Margaret Norton.

*Rogers - memo to*

January 24, 1946

MEMO TO:

Miss Rogers

Congratulations upon your appointment as a member of the Committee on Records Administration of the Society of American Archivists for 1946. It is very appropriate that your continuing interest in the Society should receive recognition. Naturally, I felt it inappropriate to appoint you to a committee while I was President, lest it would look as though I were doing a bit of "boot licking". Of course I shall be glad to cooperate with you in your committee work, if you wish.

I have just seen a copy of a letter from a member of the Council of the Society, which indicates that the Council is planning to draft me for the editorship despite my request that they look further. Since it has been nearly two months since I wrote asking them to try to find someone else but saying that I would take it if they could not find anyone, I had been hoping that they had found someone else. The letter I saw was a ballot case in my favor; there may be other candidates.

Archivist

mcn:lk

January 25, 1946

MEMORANDUM: Miss Rogers  
SUBJECT: Results of working  
8:30-5 P.M. hours, week  
beginning January 21.

The time lost through eight and a half days lost this week through staff willness (Miss Koval 3 days, Mrs. Mc Fadden 5½ days) has not been compensated for by the extra hour worked by those of us who were here.

What is urgently needed in the Archives Department of the Illinois State Library is an adequate professional staff capable of carrying the load. We have been spread so thin here at times that we could not give adequate service to our patrons.

Last Wednesday noon is a sample of what I mean. I was tied up here until 12 o'clock and had a 1:30 appointment. Miss Koval, Mrs. Mc Fadden and Mr. Wegehoft were out ill. When I came back early after lunch I found: Mr. Wetherbee had a call for records in the special vault which he could not leave to get; he had tried to get Mr. Helm who later reported to me that he had heard the phone but could not leave to answer since he had some rush photostat work in the darkroom which he would have spoiled had he opened the door; Miss Bailey was waiting for me to get back so she could leave to look up a call in the vault; two county officials from Will County were waiting to see me and wanted me to show them the Recordak machine and some of the Alexander County films (in the film vault). While I was talking with them my phone and the Documents phone rang seven times, none of the calls being for me; someone wanted me to locate Mr. Levine and someone, Mr. Johnson, thought to be somewhere in the building. The answer to that situation is not more night work to deplete the energies of members of the staff, all of whom except myself have or have had recent colds of varying severity.

Of course that situation does not often arise, but I feel that it would be better for us simply to continue on regular schedules. Mr. Roundtree's coming will help a lot if he proves a dependable worker as I hope he will.

Respectfully,

Archivist

*Rogers*  
*Memorandum*

28 January 1946.

Memo. to Miss Norton.

Re: Society of American Archivists

Thank you for your memorandum of  
January 24.

I quite understand the position you  
were in when you were President of the  
Society. Of course, my serving on the  
committee will mean that I will lean  
heavily, if not entirely on you.

HHR V

*Helene H. Rogers*  
Assistant State Librarian

Received

February 11, 1948

MEMO TO:

Miss Rogers

It will be necessary for me to make a trip to Urbana this week on business connected with the transfer of the editorial office of the American Archivist to Springfield. Although I do not assume the editorship until the July number Professor Pease writes me that this week between semesters is the only time he will be free for private business for perhaps months to come, as he expects the new semester to swamp all the faculty.

I had intended to go Tuesday, but of course that is out of the question. I should like your permission to be away Thursday, February 14.

Archivist

men:lk

*Personal*

1105 South Second Street  
Springfield, Illinois  
March 15, 1946

Mr. R. Welles Leib  
Personnel Director  
Franklin Life Insurance Company  
800 South Sixth Street  
Springfield, Illinois

Dear Mr. Leib:

Mr. James Levine informs me that he is being considered for a position in the Franklin Life Insurance Company. I wish to recommend him to you most heartily. As you may know, he has been head janitor at the Archives Building ever since we moved in in March of 1938. It has been our boast that this building is the cleanest public building in the country, and if you have been in it you know that it is true.

Mr. Levine's position has been a difficult one because he has had to say "no" frequently when people have wanted him to do things which are contrary to the necessary rules and regulations governing the protection of the records in the building. Mr. Levine has handled all situations which have arisen with courtesy and tact. I think I can truthfully say that he has the respect and friendship of everyone with whom he has come in contact here.

His dismissal from State service was wholly on political grounds, I am sure.

We are indeed sorry to lose him, but congratulate you upon getting such a capable person who will, I am sure, give you the same loyalty which we have had from him here.

Sincerely,

(Miss) Margaret C. Horton  
Archivist,  
Illinois State Library

mcn:lk

*Personal*

1105 South Second Street  
Springfield, Illinois  
March 19, 1946.

Miss Alice Masp  
Illini Country Club  
Springfield, Illinois

Dear Miss Masp:

Mr. James Levine is an applicant for a position at the Illini Country Club. I take great pleasure in recommending him heartily.

As you doubtless know, he has been the head janitor in the State Archives Building since it was opened in March of 1938. We have always boasted that this building was the cleanest public building in the country, and all visitors have commented upon this point.

Mr. Levine's work has been difficult because he not only had to supervise the janitors' force but frequently had to say "no" to people who wanted to do things which were contrary to the rules and regulations of the Archives Building, and which, though those rules sometimes seemed unnecessarily fussy, were necessary for the proper physical and moral protection of the records entrusted to our custody. Mr. Levine handled these frequently delicate situations with courtesy and tact, and I think I can truthfully say that won him not only the respect but the friendship of all of the people with whom he came in contact here.

Prior to coming to the State Mr. Levine had experience in doing the sort of work he would be doing at the Country Club, and since he has come here he has done a considerable amount of work steward work in connection with private functions.

I feel sure that you would be more than satisfied with Mr. Levine's work and congratulate you upon getting a man of his administrative ability.

His recent dismissal from State service was purely political.

Sincerely,

(Miss) Margaret C. Norton  
Archivist  
Illinois State Library

mcn:lk



*Personal*

April 11, 1946

MEMO TO: Miss Rogers

The following staff members wish to be absent on Saturday morning, April 13, to take Civil Service examinations:

Miss Emma Scheffler  
Mr. Winfred Helm

Archivist

mon:lk

20 April 1946

Memo to: Miss Norton

As you know, the Illinois Library Association is holding its first conference in many years in Springfield, October 10-12, 1946 at the Abraham Lincoln Hotel.

I have been asked by the president to serve as general chairman to plan for the meeting. I, in turn, am turning to the librarians and staff members of the various libraries in Springfield for help. I would like very much to have you serve on the committee to help develop these plans.

In order that there may be time to care for the many details in connection with the conference, I would like to have a meeting of the various committee members on Friday, April 26 at 2:00 P.M. in the Conference Room in the Archives Building.

I would appreciate very much knowing if you will be there.

*Helene Rogers*  
Assistant State Librarian

HR:8

*Albion Union Skin*

*ALL - FALL*

*ALL - FALL*

Ward A,  
Room 172  
Veterans Hospital  
Batavia, N. Y.

Miss Rogers

May 1, 1946

My dear Miss Norton:

I have a slight relapse of my long trouble - good old rheumatic fever and am "hogging" a stay here at the hospital. The doctor says I've worked too hard and need "rehabilitating." Everyone is exceedingly kind but I can tell you I'm sick

of intravenous shots in the veins and inject, of the latter I must already have had quite a few. I wondered how everyone is doing in the Architects Building. How is Mr. Workman, Mr. McFadden, Mr. Hanson and mine? I think of the very kindly and with the most pleasant memories. Give them my best regards, please.

Could you tell me, also, whether there might be any opportunity to visit during the summer on something for Miss Rogers? The doctors think I need an entirely different kind of scenery than the summer for a change. I hope I'm not asking for too much in this and but if you have any idea of something in this regard I shall be most appreciative. In any event, I shall be most delighted to hear from you about all my old friends.

Miss Norton

May I have your  
comments re her work habits  
and abilities as experienced  
when she was assigned to  
work with you a few years  
ago as a member of our  
staff

Hogers

10 May 46

ILLINOIS STATE LIBRARY

SPRINGFIELD

EDWARD J. BARRETT  
SECRETARY OF STATE AND STATE LIBRARIAN

May 14, 1946

HELENE H. ROGERS  
ASSISTANT STATE LIBRARIAN



MEMO TO: Miss Rogers.

Miss Katherine Turner was a clerk in the Archives Department of the Illinois State Library for about a year four or five years ago. I have been acquainted with her for about ten years.

She has had experience in a wide variety of quite different types of work. When I first knew her she was one of the supervisors on the Historical Records Survey. Later she went to the theatrical project of WPA. I do not remember whether she came directly from that project to us. After she left us she was on the executive staff of the radio program "Wake Up, America", sponsored by the American Economic Foundation. She was in the WAC's for a time, but I do not know what work she was doing there.

Miss Turner has a very good mind, but she is of the drifter type; that is, she does not stay with any one type of work long enough to learn what it is all about. She is the type who will work very hard for several days then go out to night clubs for a couple of nights then be out several days. She was always willing and anxious to make up any time she lost, but she wanted to do that at hours which did not correspond to staff hours, which of course was not practicable.

I like Miss Turner very much personally, but cannot see how she would fit into the work of the Illinois State Library. There is no work in the Archives, particularly at this time, which I think she would be prepared to do.

*Confidential and not for  
Quotation!*

*Margaret C. Norton*  
Archivist

mcn:lk

May 28, 1946

MEMO TO:

The Watchmen  
State Archives Building

This is the season of the year during which thousands of tourists visit the State Capitol group of buildings. In order to avoid disturbance to patrons who are using the Reference Room on business, we are requesting that tourists should not go beyond the door of the Reference Room. Small groups of 3 or 4 persons who show particular interest can, of course, be handled, but groups of school children and other large groups should be, so far as is possible for you to do so tactfully, be stopped at the door to the Reference Room.

Tours of the building are conducted only by special appointment made directly with me and are given only to groups which have some special interest in the building, such as students in civics classes, etc. However, it is not possible for me to take even such groups through except by appointment in advance, so that my work can be planned accordingly.

No persons, of course, may be admitted to the building on holidays, Saturday afternoons, Sundays, and at other times when the building is closed; that is, earlier than 8:30 A.M. or later than 5:00 P.M.

Archivist

mon:lk

ILLINOIS STATE LIBRARY  
SPRINGFIELD

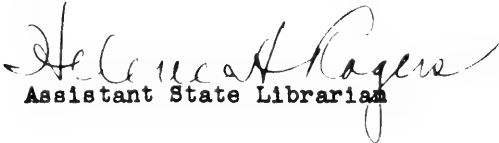
EDWARD J. BARRETT  
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE M. ROGERS  
ASSISTANT STATE LIBRARIAN

31 May 1946

Memo to: Miss Norton

This letter is addressed to you and I would suggest that you answer it as a personal letter and indicate that as far as you know the vacancies will be filled by Civil Service as they have just called examinations.

  
Assistant State Librarian

HHR:S

June 11, 1946

Miss Katherine Turner  
Ward A, Room 172  
Veterans Hospital  
Batavia, New York

*Letter of May 8 file  
in Personal file*

Dear Miss Turner:

Your letter inquiring as to whether there is any possibility for an opening in the Archives Department was referred to Miss Rogers. She was very busy at the time and has just referred your letter back to me with the request that I answer it.

As I wrote you before, all positions except clerks are now filled by Civil Service, and examinations were held in April for all positions not already filled from the certified list. We have only two clerks at present--Mrs. McFadden and a man file clerk. Neither of these positions is likely to become vacant in the near future so far as I know.

This information is no different from what I have already sent you, but I am now sending it in the name of Miss Rogers the Assistant State Librarian.

Mrs. McFadden is the only person on the staff now who was here when you were with us. Mr. Wetherbee has gone back to the Illinois State Historical Library; the others have left the State Library staff.

The housing shortage forced us to give over all the East end of the building to the Drivers' License and Drivers' Responsibility Departments of the Automobile Department, so all the staff now have desks upstairs with me.

By now I hope you have been able to leave the hospital. Probably this letter will be forwarded to your home address.

I am sorry that there seems to be nothing we can do for you at the present time. I hope you find something that will interest you that will be closer to your home.

Sincerely,

Archivist

mcn:lk



ARCHIVES SECTION OF THE STATE LIBRARY

June 21, 1946

Miss Norton:

Request is hereby submitted that I may be granted two (2) days off the 5th and 6th of July.

Reasons:

To further arrange my business affairs

*A. L. Rountree*

A. L. Rountree

UNIVERSITY OF ILLINOIS  
DIVISION OF SERVICES FOR CRIPPLED CHILDREN  
1105 SOUTH SIXTH STREET  
SPRINGFIELD

HERBERT R. KOBES, M.D.  
DIRECTOR

August 28, 1946


Miss Margaret C. Norton  
1105 South Second Street  
Springfield, Illinois

Dear Miss Norton:

Miss Lucille E. Koval has applied  
to our division for a position as a Junior  
Clerk Stenographer and has given your name  
as one of her references.

Any information which you can give  
us regarding her capabilities, loyalty, honesty,  
and ability to work with other people will be  
appreciated. All information will be kept in  
strict confidence.

Sincerely yours,

  
Mabel F. Meek (Miss)  
Assistant to the Director

MFM/hf

1105 South Second St.  
Springfield, Illinois  
August 31, 1946.

Miss Mabel F. Meek  
Assistant to the Director  
University of Illinois  
Division of Services for  
Crippled Children  
1105 South Sixth St.  
Springfield, Illinois.

Dear Miss Meek:

Miss Lucille E. Koval has been a stenographer in the Archives Department of the Illinois State Library for several years, and it was with deep regret that we accepted her resignation which was not asked for or even contemplated by us.

The outstanding characteristic of Miss Koval is her sense of responsibility. I never had to ask her twice to do a job or to check on her to be sure it had been done. This sense of responsibility has been particularly notable in her personal life as well as in the office. She also has considerable initiative, and I think it was the possibility of having more opportunities to exercise that initiative that appealed to her about the position in your office.

She is a fair stenographer and an excellent typist. Much of her work with me consisted in very accurate transcriptions of technical material including copying manuscripts verbatim, mistakes and all, an exceedingly difficult task.

On the negative side, Miss Koval is not strong physically as has had to be absent on that score quite a bit the past year. However, I believe her health is steadily improving. Her loyalty is such that many times she has been working when she should have been in bed. I do not think you will have much worry on that score, however.

I congratulate you upon getting Miss Koval's services. I think you will like her quiet businesslike attitude very much. I do not hesitate to recommend her for the position.

Sincerely,

Archivist,  
Illinois State Library

*Miss Rogers  
memo from*

27 September 1946.

Memo. to:

Local Publicity - Grace Gilman  
Kits - Vivian Howard  
Badges - Alma Landeen  
Program - Jay Monahan  
Exhibits - Ambrose Wetherbee  
Entertainment - Von Dieckhaus, Gen. Chairman  
Ice Breaker - Eloise Kissinger  
Banquet - Margaret Flint  
Table Decorations - Harriet Skegh  
Favors - Chhara A. Davies  
Reservations (banquet) - Margaret Norton ✓  
Post Conference trips - Mary Roberts  
50th Anniversary - Ida Faye Wright  
Reception - Gus Bowles

Will you please see that all bills connected with the work of your committee pertaining to the Illinois Library Association conference are checked by you and turned in to me by October 18th.

If there is any difference between the amount approved on the tentative budget and the bill will you please attach a note of explanation.

These bills must all be sent to the Treasurer of the I. L. A., and they will want to clear them up as quickly as possible.

KHR V

*Helene H. Rogers*  
Assistant State Librarian.

Chicago 13, Ill.  
October 19, 1946

Dr. Margaret C. Norton  
Superintendent  
Illinois State Archives  
Illinois State Library Building  
Springfield, Illinois

Dear Dr. Norton:

Please consider this an application for a position of an archival nature in the Illinois State Archives. For some time I have planned on making archival work my career. This past summer I took the course entitled "Preservation and Administration of Archives" given in Washington, D. C., by The National Archives and American University. Dr. Posner, with whom you are no doubt acquainted, was in charge of the course. Both he and Dr. Oliver Holmes of The National Archives suggested that I write this letter to you. I have been much impressed by the articles you have written and by what I have read of your work. I am particularly desirous of working for you because of the high esteem in which Dr. Posner, Dr. Holmes, and the staff of the National Archives hold you.

It is my conviction that I possess the qualifications for archival work. My Bachelor of Science degree is from Northwestern University and my degree of Master of Arts in History is from The University of Southern California. My major subject in both instances was history. Besides taking the above-mentioned Archives course I have had considerable experience in research work (have done a Thesis and have done research for remuneration). Also, I helped to dispose of non-current records for the Treasury Department. I have travelled extensively over North America, have a library of two-thousand books, and have a fine collection of classical records.

My age is twenty-three years and I am in good health. I am employed by the Social Security Administration of the Federal Security Agency, in Chicago. I am in charge of the procurement and administration of stock.

I shall be glad to write more fully as to any of my qualifications in which you might be interested. I can come for a personal interview if you so desire.

Very truly yours,

*L. Parry Jancey*  
L. Parry Jancey

1428 W.State St  
Trenton 8, N.J.  
Oct. 19, 1946

Miss Margaret C. Norton  
Superintendent of the Archives Division  
Illinois State Library

Dear Miss Norton:

Please inform me where I may obtain a copy of your, "The Archives Department as an Administrative Unit in Government." Also I am interested in learning the address of the Society of American Archivists.

I am a veteran and plan to take a competitive examination in the field of the acquisition, preservation and research of public archives. I have the necessary educational qualifications, including a masters degree in History.

I will appreciate any information you may see fit to give me, particularly bibliography, as our local library has nothing on the subject except, Muller, Faith and Fruin, "Arrangement and Discription of Archives"

Yours very truly,  
*D. Hartley Sinclair*  
D.Hartley Sinclair

*Personnel*

October 23, 1946

Mr. L. Parry Yancey  
914 W. Dakin Street  
Chicago 13, Illinois.

Dear Mr. Yancey:

Your application for a position is being referred to Miss Helene H. Rogers, Assistant State Librarian, in charge of personnel matters for the Illinois State Library of which the Archives is a Department.

Miss Rogers and I are leaving this morning for Washington to attend the annual meeting of the Society of American Archivists. If by any chance you also go, please make yourself known to both of us.

Since I am handing your letter to Miss Rogers on the train, there is a slight chance that it may get mislaid. If you do not get an acknowledgment from her within the next few weeks, please write us again.

Sincerely,

*Miss*

November 12, 1946

Mr. D. Hartley Sinclair  
1428 W. State Street  
Trenton 8, N. J.

Dear Mr. Sinclair:

Miss Norton has just returned to the office, so that this reply to your letter, asking for bibliography on archives as a preliminary to taking an examination in the field of archives, will probably be too late to be of any assistance to you. Miss Norton's article entitled "The Archives Department as an Administration Unit in Government" was originally published in proceedings of the National Association of State Libraries for 1930. A later revision only slightly revised was published in the American Library Association Publication entitled "Archives and Libraries, 1937 and in the proceedings of the Society of American Archivist for 1937". All of these publications have long since been out of print, and Miss Norton has no copies which she can send you.

The American Archives which is the quarterly journal of the Society of American Archivist publishes an annual selected bibliography on archives in its October issue each year. Copies of all these but the one for 1946 can be obtained from the Secretary of the Society, who is Mr. Lester J. Cappon, P. O. Box 203, Williamsburg, Virginia. We believe these copies sell at twenty-five cents each. The National Archives has also published a selected bibliography on the subject, which you can doubtless obtain by writing to the National Archives, Washington 25, D. C. You can doubtless see all of these publications in the New Jersey State Library.

If you have not had special work in Archives, and have not done considerable reading on the subject we would discourage you from taking an examination at this time, because particularly in the last 4 or 5 years so much



ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. BARRETT  
SECRETARY OF STATE AND STATE LIBRARIAN

November 13, 1946

HELENE H. ROGERS  
ASSISTANT STATE LIBRARIAN

MEMO TO: Miss Rogers

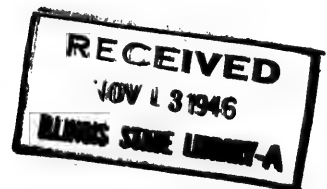
*mailed  
Nov 46  
HK* → Since I wrote to Mr. Yancey that I was referring his letter to you I think you should reply. I enclose a letter which you may or may not think suitable.

Dr. Posner and Messrs. Thomas and Skordacs of the Maryland Archives all spoke to me about Mrs. Hartzook. They said that she debated with herself about whether to take our position, or whether to go with the army of occupation and finally decided in favor of the latter. She is disappointed in her work, and plans to get out just as soon as she can; however, she has a contract for a year. All three said she would be worth waiting for, if we could possibly do so. Since there seems to be no one else available at present we should, I think, consider this.

*Margaret C. Norton*

Archivist

MCN:fo



*Miss Rogers*  
*Memo from*

21 November 1946.

## Memorandum to Staff

Again I am asking your cooperation in several matters that are causing us some difficulty.

Throughout the library there has been decided relaxing from a businesslike conduct. There is entirely too much talking between members of the staff, by staff members and persons outside the library, and staff members using the telephone.

I quite understand that there must be some talking in connection with the work of each staff member but to the public the conversation between two members of our staff, whether it is about their work or Thanksgiving dinner, makes very little difference - it is two people on the staff of the State Library standing around talking. There is considerable conversation across rooms - one person calling across a desk to another - there has been some whistling and singing.

It has also been commented upon by people coming into the Library the number of our staff sitting at their desks or reading room tables reading the newspapers. Again whether this is necessary because of one's work makes little difference in appearance. It is a member of the staff reading the newspaper.

With your cooperation these little irritations to the public can be easily eliminated and I will appreciate your assistance in this matter at all times.

*Helene M. Rogers*  
Assistant State Librarian

Nov. 22, 1946

Miss Margaret Norton,  
Archives Division,  
State Library,  
Springfield, Ill.

Dear Miss Norton:

Dr. Radoff has suggested my writing informally to you, in view of our conversation in Washington and your recent letter to him about the position on your staff. I am wondering if (1) the vacancy exists only for those who took the examination when Mrs. Hartsook did and (2) the Civil Service Commission of your State is soon to give another such examination. I inquire on behalf of Miss Elizabeth W. Meade, 239 Prince George Street, Annapolis, Maryland, who was for a time Acting Archivist here and has had some eleven years archival experience.

I wrote Mrs. Hartsook about her possible chance in Illinois but for some reason she thinks I "invented" the idea that she might still get the position there. Her present address is

Mrs. Elizabeth Hartsook  
Historical Division  
Hq. U.S. F. E. T.  
A. P. O. 757

care Postmaster, New York, N.Y.

As she is much dissatisfied with her Army connection her European stay may be curtailed, making her available in the early spring of 1947.

With kindest personal regards,

I am

Sincerely yours,

Roger Thomas



HALL OF RECORDS  
ANNAPOLIS, MARYLAND

November 22, 1946.

Miss Margaret C. Norton,  
Springfield Illinois.  
Dear Miss Norton,

I am typing this letter myself, so I shall ask your indulgence. I used to write a good hand, then I learned to type and forgot how to write. Then I reached the point of having a stenographer handy and so forgot how to type. I can still read so that I cannot really be called illiterate, but at this rate I may get around to that too.

Roger and Gust reported having seen you in Washington and finding you as well and energetic as usual. I was glad to hear it. Had the convention been held as usual in one hotel I could have made it, but I cannot move about much at present and that kind of convention keeps one on his feet trotting around. I have had some relief lately. A young orthopedist has come to Annapolis after four years in the army in which he had a lot of back work to do. He found that the wearing of a full plaster cast helps about half the cases. I have been toting one of those around now for a couple of weeks. It is hot, itchy and my clothes have to be tied on but so far it seems to have helped. There are also two new operations hardly out of the experimental stage. They are pretty tough propositions but they seem to help about half the patients. The only trouble with a spinal operation is that if it fails nature can never do anything for you. In general the medical advice I have had (costly if not good) is that you ought to hold out as long as you can and try everything else

December 10, 1946

Dr. Roger Thomas  
8 Maryland Avenue  
Annapolis, Maryland.

Dear Dr. Thomas:

I have not had an opportunity to discuss your letter of November 22 concerned Mrs. Hartsook and Miss Meade, with Miss Rogers, our Assistant State Librarian in charge of personnel matters. I did tell her of our conversations at Annapolis.

Under our civil service law a person who has passed a civil service examination has the refusal of three positions; whether or not that includes three chances at the same position I do not know, but presume it would cause no difficulty in the case of Mrs. Hartsook. I think I am not overstepping in saying that if our position of assistant archivist has not been filled by the time Mrs. Hartsook returns, and if she is still interested we would undoubtedly give her very considerable thought for the position. Since we have been without an assistant archivist for nearly a year, and sorely need such a person, we could not promise to wait for her.

As to Miss Meade, I suggest that if she is interested she write directly to Miss Edwene H. Rogers, Assistant State Librarian, Illinois State Library, making application and stating her qualifications and experience. So far as I know, the Civil Service Commission does not contemplate holding another examination for this position in the near future. It is possible, though I do not know for sure, that there might be some other position in which she might be interested here. At any rate, it would do no harm for her to write to Miss Rogers. I am sure I have met Miss Meade, but cannot quite bring my memory into focus in the matter.

Thank you very much for your interest and cooperation in our problem.

Sincerely,

ILLINOIS STATE LIBRARY  
SPRINGFIELD

EDWARD J. BARNETT  
SECRETARY OF STATE AND STATE LIBRARIAN

December 16, 1946

HELENE H. ROGERS  
ASSISTANT STATE LIBRARIAN

MEMO TO: Miss Helene H. Rogers

You recall that I told you that Mr. Thomas, of the Maryland Hall of Records, has talked to me about the possibility of our taking on Mrs. Hartsook upon her return from her year in Europe. Enclosed are follow up letters from Mr. Thomas and Dr. Radoff together with my reply to Mr. Thomas.

I do not know anything about this Miss Elizabeth W. Meade. I remember meeting her at one time, but I would not know whether the fact that she worked for some time in the Maryland Hall of Records would qualify her for a position here. If she is so good why is she not employed there where there is or was a vacancy?

Sincerely,

*Margaret C. Norton*  
Archivist

MCN:fo

January 7, 1947  
222 N. Harris Ave.  
Columbus 4, Ohio

Miss Margaret C. Norton  
Archives Division  
The Illinois State Library  
Springfield, Illinois

Dear Miss Norton:

Dr. William D. Overman, of The Firestone Tire & Rubber Company, wrote me that the Illinois Archives might have some openings at this time. I would appreciate any pertinent information along these lines, any regular application blank you might have, and any notice of coming civil service examination--if appointments are made on this basis.

My education was received at The Ohio State University, where I received a Bachelor of Arts degree in History last month. Most of my courses were studies in the Western Expansion of the United States. In addition to the history courses I received credit in some allied courses, such as economics, political science, and sociology.

While my educational qualifications are not as great as many have in the archives field, I believe that I have compensated for the deficiency in some degree by my experience. From June, 1943, to February, 1945, I worked under Dr. Overman in Akron, where I did various archival and research jobs. At this time the Firestone Archives Department was being formed.

I will gladly supply any further details you may wish to know.

Sincerely yours,

Robert E. Webb

*Memo. to  
Miss Rogers*

December 29, 1947

Memorandum to Miss Rogers:

You will be interested in the following News Note from the January American Archivist (in press) concerning the schedule of fees for genealogical research in the Oregon State Library:

"The State Archivist's schedule of fees for copying, certification and searches is in effect under Administrative Order No.1, filed with the Secretary of State for Oregon by the Trustees of the Oregon State Library, September 10x 1947. Copying includes rates for photostatic and photographic prints, the fee for certification is \$.50, and the fee for searches is \$1.50 per hour. Searches have been defined as "compiling and furnishing information including typed copies of data." The special rate for searching the microfilm census for Oregon is \$1.00 per search for one family unit or one individual in the schedule of one county in a census. There will be no charge to visitors who wish to consult records at the Oregon State Archives or for furnishing photographic negatives or prints for copying to approved photographers or to publishers operating their own photographic dark room. Likewise there will be no charge to persons writing for information which does not involve searches on the part of the staff or the furnishing of typed copies."

I mention this because some of the staff here think they have to spend too much time doing searches and that we should charge. Many of our patrons express pleased surprise that we seem to be one of the very few libraries which do not charge for searches. My own feeling is that if a question which comes in would take an inordinate amount of time we have the right to refuse to do it and should suggest that the patron employ a professional genealogist to make the search. Our present practice is to search for one or more families when the name of the county is known, even to a search involving several counties. If the person cannot give a clue to the county and we cannot find a clue from our name index, we write the inquirer explaining that we have not had time to make complete indexes for the 1850 federal census, and since there are half a million names in that census we cannot take the time to make the search ourselves nor to let the reading machine be tied up for the length of time a search through the whole film would involve. This seems to satisfy most if not all. I think if we charged there would not only be a feeling against one division of the library for charging for its services, but that we would be impelled to take on searches that would involve too much staff time; now we can call quits when we have spent a proportionate and reasonable time.

Respectfully,

Archivist



December 16, 1949

Memorandum to Miss Rogers  
Subject: Job Classifications in Archives

What, if anything, is being done in the matter of job classification in the State Library and more particularly, in the Archives? I thought I was a member of a committee on the subject, but if any committee meetings have been held or anything done by the committee I have not been notified. I am particularly embarrassed in the matter of civil service classifications for my own staff. The question does not particularly concern the efficiency of the present staff but of persons who may succeed those now here in the future. For instance, as I have indicated, there should certainly be civil service protection for the person in charge of our vaults, because as our accessions grow a knowledge of the contents of our vaults is necessary to efficient functioning of our reference service; and the filing, especially of the Corporation reports requires technical knowledge of filing and accuracy is necessary again if we are to give good service. It so happens that the person now doing this work is both trained and experienced, but he is a political appointee and we have no assurance that his successor will have any qualifications whatsoever. We have another problem in classification in the person of a woman who, drawing the salary of a library cataloger, has recently taken the civil service examination for library cataloger and it would appear that I as her supervisor must decide whether she is to receive permanent civil service rating. It seems unfair both to her and to me. She is doing one of the phases of archival descriptive work, but nothing along the line of archival cataloging, a term not used by archivists. I could not recommend her for library cataloging because she has done none of that and it would be unfair to any other library as well as to us should she try for a library job elsewhere because she had passed a civil service examination for that job here. (She has no intention of doing this, but theoretically it is a possibility.) I do not want the archives saddled with library catalogers for archivists have found them not qualified for archival work. Miss Schoeffler has made good, but had to unlearn all she knew as a librarian. This matter is of concern to the archives, not in the light of what is fair to the persons involved, or to the quality of the work they are doing, which is satisfactory for what they are now doing, but as a matter of future policy

## RESEARCH TOPICS--ILLINOIS HISTORY, 1951

## TOPICS SUGGESTED FOR RESEARCH IN ILLINOIS HISTORY

by Margaret C. Norton, Former State Archivist  
(1951)I. Histories of State AdministrationA. Histories of individual State departments

As a start on this, the Archives has a detailed history of laws relating to the functions of each Department, traced from territorial days. These bibliographies could be expanded to show how the Department came to undertake those functions, whether from internal suggestions from the State government or whether from pressure from without, how the functions were administered from the points of view of development of policies and how successful the administration seemed to be, court decisions that affected operation, how long the functions were an active part of the work of the Department, if the functions were transferred to another Department, when and why, the personalities of the stronger administrators, etc. Material can largely be found in departmental reports and publications and newspaper comments.

B. Histories of specific subjects which impinge upon State and local government.

## 1. Conservation of natural resources.

Tracing governmental concepts from the pioneer clearing of forests, draining of swamp lands, straightening of streams, bounties for killing "varmints" through the beginning of control through game and fish laws, to the modern idea of returning to nature's balance through soil conservation, reforestation, flood basins, etc. What caused the change in point of view: erosion, floods, low water supplies, etc.

## 2. Labor in Illinois.

Apprenticeship, mechanics' liens, exemption of tools from execution, labor statistics, concern for health and safety of workers, regulation of trades and occupations, wages and hours, labor statistics, employment, pensions, woman and child labor and the development of the concept that the State has a duty to protect the man who earns his living - i.e., protection of labor against exploitation.

## 3. Rivers, lakes, and other bodies of water.

Significance of water transportation in early Illinois, how it was carried on, navigation companies, improvements to navigation, the canals which were built, terminal facilities such as harbors, docks, warehouses - where and how built, financed and managed - flood control and relief (a whole thesis in that alone), jurisdiction over waters and meanders and shore lands, effect of changes of channels on boundaries, not only of individual but of political holdings. (There is a big lawsuit on in southern Illinois now over whether a large landowner should pay taxes to the county in which the major part of his land lay before the river changed and in which his deeds are recorded, or to the county in which the lands now lie). Water power, sanitary engineering, etc. Individual streams might be studied as in the large "Rivers of America" series.

4. Management and history of lands donated to the State by the federal government - canal, internal improvement, railroad, swamp, salines, commons, etc.
5. Development of public health in Illinois.

The State Department of Public Health has published a lot of factual history but there is still a lot of work to be done on the development of the concept that public health is necessary for the welfare not only of those directly benefited but of the community at large. (P.S. I am personally opposed to the British form of socialized medicine). Some of the subheads in our bibliography of laws on public health are as follows: Boards of health; the county coroner; care of dead bodies, garbage, ash and rubbish disposal, hospitals and hospitalization, industrial hazards, lodging house inspection, prevention and abatement of nuisances, regulation of occupations affecting public health, prevention and treatment of disease, public health education, sanitary engineering, sanitation.

## II. Miscellaneous suggestions:

1. Transportation in Illinois and how it affected population growth and movement, comparison between early and present day routes, effect of changes in types of communication, etc.

2. Internal improvement system in Illinois (1837 and other projects).

There have been factual histories of the 1837 proposal, but not enough study of the background for the movement, the objective of this first "Planned Economy" movement, the causes for its failure, how the sale of State rights of way effected a partial carrying out of the plan, a study of the plan in the light of present day transportation routes and the effect of the abandonment of the project on difficulties of rail and road communication as they exist today.

3. The Illinois and Michigan Canal

A documentary history of the canal in 6 volumes, prepared by the Waterways Division some years ago, has been cribbed by several graduate students. The factual history of the canal, from a political angle has been covered adequately, we feel. The Clearance Records for the canal give, for the entire period of its operation as a canal (1848 to early 1930's), the name and owner of every boat which ever navigated on the canal, the cargo carried on each trip, the place of origin of the cargo, how far up or down the canal it went, and to what places beyond Illinois it went or from which the cargo came. Considering the fact that the building and the opening of the canal was the largest single factor in the northward swing of the population movement of Illinois--or perhaps, more correctly, for the settlement of northern Illinois, we consider these records of extreme value as source material for the economic history of the State. There are about 200 volumes and some statistical method of research would have to be applied, but we promise a fascinating study for the student bold enough to embark on the work of examining these volumes.

There are also complete records on engineering and other problems met and solved in connection with the building of the canal.

4. Roads. There are a dozen theses on this subject: early history of routes, types of construction, types of conveyance, methods of financing, materials and methods of laying out, surveying, construction methods, equipment, "work on the roads"

The "hard road movement" in Illinois. Demand for it early routes; experiments (particularly the "Bates experimental road" on present route 36 southwest of Springfield, studied by road men from all over the world); materials; equipment; by-passes; free-ways; roadside industries; superhighways; divided lanes, etc. present-day controversy over farm to market vs. main routes.

5. History of communication in Illinois

From Indian signals, couriers, early postal routes and methods of running the Post Office Department, telegraphs, telephones, radio, television, etc.; not merely the story of the introduction of these, but how they were received, how long before they came into general use, where first used, how regulated, etc.

6. Rise and fall of the electric trolley and interurban systems, where the latter were, when and for how long they operated, their handicaps, how fast busses superseded electric lines, other factors in their decline, down to present day petition of the North Shore Line between Chicago and Milwaukee to busses.
7. History of transportation by bus; attempts of railroads to meet competition of trucks; routes used; comparative cost between motor, railroad and water transportation both for freight and passenger service; consolidation of bus lines; school busses and their effect on education and administration of schools (school lunch programs, etc.); regulation of motor transportation.
8. History of minority groups in Illinois

- a. Indians

Their relations with the French, with the British with the Americans; intermarriage, trade with Indians, interaction of Indian and white customs on each race; Indian words adopted, etc. Treatment of Indian as a person, such as inability to give testimony, etc. Expulsion of Indians from State.

- b. Negroes

Slavery in Illinois: slaves in the salt works, French slaves (including Indian slaves), evasions of laws prohibiting slavery in State; the negro population as shown in census records, etc. There is much fresh data in the French records in the Archives.

- c. Development of civil rights in Illinois.

9. Care of aged in Illinois. Records go back to early French period
10. History of child welfare movement in Illinois.  
Apprenticeship, first child labor laws, aid to mothers and children, treatment of illegitimacy, adoption, handicapped children

11. Care of deficient population: insane, feeble-minded, aged, etc., physically handicapped; aged. (Some good census records available for one angle)
12. History of food and drugs regulation
13. History of the packing industry in Illinois - early marketing, beginning with the French Mississippi river settlements around the Cahokia-Kaskaskia area as the "bread basket" for the French fortifications of that Valley; what meat and dairy products were raised, how marketed and where the drovers industry and its regulation; cattle and horse thief organizations (we have the life proceedings of one anti-horse thief organization for about 60 years); how Chicago became the "hog butcher to the world" and why; the early history of some of the packing plants in Chicago; how they operated then and now; labor problems etc.
14. History of Chicago as the railroad hub of the country; early railroads; how financed and operated; the Pullman and dining car; the freight "hump"; the suburban business; the Parmelee Company; other problems concerning "through" traffic, etc.
15. History of agriculture in Illinois. This has so many ramifications that I shall not attempt to enumerate them. Remember that in addition to source materials in Springfield and Urbana, there is the great McCormick collection presided over by Herbert Kellar of Chicago. At present, owing to the sale of the building in which the McCormick Historical Association was formerly housed, the collection is at present in storage, waiting, we understand, for some appropriate research institution to take over the work begun by the McCormick family.
16. History of the steel industry in Chicago.
17. The liquor traffic in Illinois. History of controls, with materials going back to the French period.
18. History of defense in Illinois, including not only a study of the early militia, but also legislation passed during each war, the Councils of Defense, the War Council, etc. What these organizations did, how the populace and industries were mobilized and organized, etc.
19. History of mines and mining in Illinois - discovery of coal the salt works (at one time not only chief source of income for the State, but the major supply for the whole country), the oil boom, strip mining (including its effect on taxation, depletion of soil, etc.), changing locale for coal mines, mechanization of the coal mine industry, not forgetting John L. Lewis and how his unions came into power
20. History of State and county revenue, including such things as federal endowments (donation of salines, school lands, lands for benefit of internal improvement, etc.; to present-day federal and State aid), road labor, constitutional limitations, the sales tax, issuance of bonds, etc., etc.

(Mimeographed again, Nov. 1957, with some rearrangement by Prof. Bestor).

SOCIETY OF AMERICAN ARCHIVISTS--ORGANIZATION, 1936



# The National Archives

Washington, D. C.

OFFICE OF THE  
DIRECTOR OF PUBLICATIONS

November 30, 1936

TO ARCHIVISTS AND OTHERS  
WHO MAY BE INTERESTED:

At the Conference of Archivists held at Chattanooga on December 28, 1935, provision was made for the appointment of a committee of ten to formulate a constitution for an organization of archivists and to call another conference for its consideration.

The committee has made arrangements for a luncheon conference to be held in Room 1604, Hotel Biltmore, Providence, R. I., on Tuesday, December 29, 1936, at 12:30 p. m., in connection with the annual meeting of the American Historical Association.

The program of the conference will consist of a paper on "Recent Activities in Relation to Archives", by Julian P. Boyd, Librarian of the Historical Society of Pennsylvania, and the report of the committee, which will include the proposed constitution for a "Society of American Archivists."

It is hoped that there will be a large attendance of people interested in the custody or administration of archives or historical manuscripts. Tickets for the luncheon should be reserved in advance with Professor Robert H. George, Brown University, Providence, R. I. The price is \$1.00.

Yours very truly,

*Solon J. Buck*

Solon J. Buck  
Chairman of the Committee



**Report of the Committee of Ten Appointed to Make Plans for an  
Organization of American Archivists**

1. The committee submits herewith a draft for a constitution for a "Society of American Archivists" and recommends its adoption.

2. The committee recommends that after the adoption of the constitution and the election of officers as proposed in the schedule an opportunity be given for those present to enroll as members and pay their dues.

3. It is recommended that a council meeting be held promptly after the close of the organization meeting and that the council proceed to the appointment of the editor and the editorial board, constitute and appoint a series of committees, and initiate arrangements for holding the first annual meeting of the Society.

4. It is suggested that the committees eventually to be appointed include the following: (a) committee on membership; (b) committee on public relations, charged with the promotion of public interest in archives and public support for efficient archival administration; (c) committee on coöperation, to promote coöperative relations among archival agencies in the United States and to initiate coöperative projects, such as the exchange of publications and duplicates and the loaning of reproductions; (d) committee on international relations, to represent American archivists in the activities of international committees concerned with archives and, in general, to promote coöperation with archival agencies outside the United States; (e) committee on terminology, to formulate definitions for technical terms used in archival economy and to promote uniformity in the usage of such terms; (f) committee on the training of archivists, to consider the education and training appropriate for those desirous of entering the archival profession, both general and technical, and to promote projects for making such training available; (g) committee on classification and cataloging of archives; (h) committee on equipment and mechanical techniques; (i) committee on the reduction of archival material; (j) committee on the publication of guides, inventories, lists, etc.; (k) committee on the publication of documentary material.

It is recognized that it may not be feasible to organize all these committees at once, but it is suggested that chairmen at least be appointed as promptly as possible.

December 29, 1936

*Request for  
Language  
Bill + action on same*

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December 29, 1936

*W. H. ...*  
*P. ...*  
*McNorton*  
*Phillip ...*  
*Boyd*  
*Palmer*  
*Bligh*  
*Blair*  
*Cook*  
*Smith*

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December 29, 1936

*Rogers Hall*  
*Room 3*  
*10 a.m.*  
*Known this*  
SOCIETY OF AMERICAN ARCHIVISTS

DRAFT FOR A CONSTITUTION

Name

1. The name of this organization shall be The Society of American Archivists.

Objects

2. The objects of The Society of American Archivists shall be to promote sound principles of archival economy and to facilitate co-operation among archivists and archival agencies.

Membership

3. Individual membership shall be restricted to those who are or have been engaged in the custody or administration of archives or historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy.

4. Institutional membership shall be restricted to institutions or agencies that have the custody of archives or historical manuscripts. They shall be entitled to representation by one delegate, with the right to vote, at all meetings of the Society.

5. Election to membership shall be by a majority vote of the full membership of the council. Members so elected shall be enrolled upon the receipt of their first payment of dues.

6. The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year. Individual members may become life members, exempt from further dues, by payment of a fee of one hundred dollars.

7. All dues shall be payable in advance, and any member failing to pay his dues for six months after they become payable may be dropped from the rolls by vote of the council one month after notice of such default shall have been mailed to him. He shall be restored to membership, however, upon payment of all arrearages of dues.

Officers and Government

8. The officers of the Society shall be a president, a vice president, a secretary, and a treasurer. They shall be elected at each annual meeting of the Society for terms of one year and shall serve until their successors are elected. No one shall be eligible for election as president for more than three successive terms, and no one shall be eligible to succeed himself as vice president.

9. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate re-election.

10. There shall be a nominating committee composed of the retiring elected member of the council, as chairman, and two members of the Society not on the council appointed by the president at the preceding annual meeting. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all who may be nominated by petition of ten or more members filed with the secretary at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council.

11. If a vacancy shall occur in the council or any of the offices except the presidency it may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.

12. The president shall preside at all business meetings of the Society and of the council and shall perform such other duties as may be directed by the Council.

13. The vice president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, he shall assume that office and hold it for the remainder of the term.

14. The secretary shall keep the minutes of the Society and of the council, prepare and mail notices, present a report on the activities of the Society at each annual meeting, and perform such other duties as may be directed by the council.

15. The treasurer shall have the custody of all monies belonging to the Society and shall pay them out only on the presentation of bills certified by the secretary. He may be required by the council to give bonds for the faithful performance of his duty in such sum as it shall determine. He shall keep an account of all receipts and payments and report thereon in full to the Society at each annual meeting and to the council whenever so ordered.

16. The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting.

### Meetings

17. The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of all meetings of the Society shall be mailed by the secretary at least <sup>30 days</sup> ~~two weeks~~ before the date of the meeting. Fifteen members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

18. The council shall hold an annual meeting in connection with the annual meeting of the Society and such other stated meetings as it may determine. Special meetings of the council for any purpose shall be called by the secretary on the written request of the president or of three members of the council. Five members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

### Publications

19. The council shall elect, for such term as it shall determine, an editor, who shall edit or supervise all the publications of the Society. He shall have the advice and cooperation of an editorial board consisting of four members, one of whom shall be appointed annually by the council for a term of four years. The editor shall be ex-officio the chairman of the board. He shall be privileged to attend all meetings of the council but shall not have a vote therein.

20. When funds are available the Society shall publish a yearbook, quarterly magazine, or other serial publication, which shall contain accounts or proceedings of the meetings of the Society, together with such reports, papers, reviews, and news of archival activities as may be determined by the editor. ~~All members in good standing shall be entitled to receive copies of this publication, and subscriptions shall be accepted from others at such rates as may be directed by the finance committee.~~

### Records

21. The minute books, correspondence, and other records of the Society and its committees shall be preserved by the officers and chairmen of committees and shall be promptly turned over by them ~~to their successors~~ to the secretary when their terms expire. Records that have ceased to be of use in conducting the current affairs of the Society may, by direction of the council, be turned over to a depository selected by it for permanent preservation.

22. Amendments to this constitution may be proposed in writing filed with the secretary by any five members. Copies of the proposed amendments shall be mailed by the secretary to all members

30  
at least ~~ten~~ days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority vote, if not so approved, by a two-thirds vote, at any annual meeting of the Society.

#### Schedule

The first officers and five members of the council shall be elected by those present at the organization meeting. At the first meeting of the Council lots shall be drawn to assign terms of one, two, three, four, and five years, respectively, to the elected members. The first members of the board of editors shall be elected for terms of one, two, three, and four years, respectively.

SOCIETY OF AMERICAN ARCHIVISTS--1ST ANNUAL MEETING--WASHINGTON,  
D.C., 1937



**Society**  
**of**  
**American Archivists**

**FIRST ANNUAL MEETING**

**WASHINGTON, D. C.**

***June 18-19, 1937***

# PROGRAM

All sessions will be held in the auditorium of The National Archives Building, Pennsylvania Avenue at Seventh Street, unless otherwise indicated. All will be open to the public except the business meeting. Registration will be in the fifth floor hall of the building, from nine to two-thirty o'clock on Friday. A registration fee of fifty cents will be charged.

## *Friday, June 18*

### 10:00 A. M. GENERAL SESSION

Chairman: A. R. NEWSOME, *President of the Society*

The Control of Manuscripts and Manuscript Collections

THOMAS P. MARTIN, *Assistant Chief, Manuscript Division, Library of Congress*

The Significance and Use of Business Archives

HERBERT A. KELLAR, *Director, McCormick Historical Association*

Pioneering for a Science of Archives in the United States

VICTOR HUGO PALTSITS, *Chief of American History Division and Keeper of Manuscripts, New York Public Library*

### 12:30 P. M. LUNCHEON MEETING, BALL ROOM, HOTEL RALEIGH

Chairman: HELEN CHATFIELD, *Archivist, Department of the Treasury*

The Significance of Archives to the Economist and Sociologist

MORRIS A. COPELAND, *Executive Secretary, Central Statistical Board*

### 2:30 P. M. ROUND TABLE SESSION

Chairman: ROSCOE R. HILL, *Chief, Division of Classification, The National Archives*

Archival Practices and Procedures

## GENERAL INFORMATION

### DINNER AND LUNCHEON RESERVATIONS

Reservations for the luncheon Friday noon and the dinner Friday night should be made with the secretary as soon as possible. The prices are one dollar for the luncheon and two dollars for the dinner.

### MAIL AND TELEGRAMS

Visitors to the city may have mail and telegrams addressed to them in care of the Society, Box 1425, Washington, D. C., and such matter will be delivered to them by the secretary.

## OFFICERS AND COMMITTEES

### OFFICERS OF THE SOCIETY

A. R. Newsome, *president*; Margaret C. Norton, *vice-president*; Philip C. Brooks, *secretary*; Julian P. Boyd, *treasurer*; Ruth Blair, Theodore C. Blegen, Solon J. Buck, Victor Hugo Paltsits, and Lawrence C. Wroth, *council members*.

### PROGRAM COMMITTEE

James A. Robertson, *chairman*; Julian P. Boyd, and Solon J. Buck.

### LOCAL ARRANGEMENTS COMMITTEE

R. D. W. Connor, *chairman*; Helen Chatfield, John C. Fitzpatrick, Dorsey W. Hyde, Jr., and Richard J. Purcell.

### NOMINATING COMMITTEE

Theodore C. Blegen, *chairman*; Randolph G. Adams, and Herbert A. Kellar.

# THE SOCIETY OF AMERICAN ARCHIVISTS

## First Annual Meeting

Arrangements have been completed for the first annual meeting of the Society, which will be held at Washington June 18 and 19, and a large attendance is expected. A stimulating program has been prepared, featured by a luncheon at the Hotel Raleigh and a dinner, which will be informal, at the Mayflower.

There will be no headquarters hotel, since the Society has accepted the invitation of The National Archives to hold its registration and all sessions, except the luncheon and the dinner, in the National Archives Building. For the convenience of those expecting to come from out of the city, the following regular rates at some of the conveniently located hotels are given:

Hotel	Single Room		Double Room	
	With Bath	Without	With Bath	Without
Dodge				
N. Capitol & E St.	\$2.50-5.00	\$2.00-2.50	\$5.00-8.00 (Twin beds)	\$3.50-4.00
Harrington				
11th & E St.	2.50-3.50	2.00	3.50-5.00 (Tw.bds.4.00-7.00)	3.00
Mayflower				
Conn. Ave.	4.00-9.00		6.00-10.00 (Tw.bds.7.00-12.00)	
Raleigh				
12th & E St.	3.50-5.00		5.50-7.00 (Tw.bds.6.00-10.00)	
Washington				
Penn.Av.&15th St.	4.00-8.00		6.00-8.00 (Tw.bds.7.00-12.00)	
Willard				
Penn.Av.& 14th St.	3.00-7.00		5.00-8.00 (Tw.bds.6.00-10.00)	

All those intending to be at the meeting are urged to notify the secretary in advance, at Box 1425, Washington, if they have not already done so, and to make reservations for the luncheon and dinner as soon as possible.

# SOCIETY OF AMERICAN ARCHIVISTS



## CONSTITUTION

### NAME

1. The name of this organization shall be The Society of American Archivists.

### OBJECTS

2. The objects of The Society of American Archivists shall be to promote sound principles of archival economy and to facilitate co-operation among archivists and archival agencies.

### MEMBERSHIP

3. Individual membership shall be restricted to those who are or have been engaged in the custody or administration of archives or historical manuscripts or who, because of special experience or other qualifications, are recognized as competent in archival economy.

4. Institutional membership shall be restricted to institutions or agencies that have the custody of archives or historical manuscripts. They shall be entitled to representation by one delegate, with the right to vote, at all meetings of the Society.

5. Election to membership shall be by a majority vote of the full membership of the council. Members so elected shall be enrolled upon the receipt of their first payment of dues.

6. The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year. Individual members may become life members, exempt from further dues, by payment of a fee of one hundred dollars.

7. All dues shall be payable in advance, and any member failing to pay his dues for six months after they become payable may be dropped from the rolls by vote of the council one month after notice of such default shall have been mailed to him. He shall be restored to membership, however, upon payment of all arrearages of dues.

## OFFICERS AND GOVERNMENT

8. The officers of the Society shall be a president, a vice president, a secretary, and a treasurer. They shall be elected at each annual meeting of the Society for terms of one year and shall serve until their successors are elected. No one shall be eligible for election as president for more than three successive terms, and no one shall be eligible to succeed himself as vice president.

9. The government of the Society, the management of its affairs, and the regulation of its procedure, except as otherwise provided in this constitution or determined by the Society, shall be vested in a council composed of the officers and five members elected by the Society, one at each annual meeting for a term of five years. The elected members of the council shall be ineligible for immediate re-election.

10. There shall be a nominating committee composed of the retiring elected member of the council, as chairman, and two members of the Society not on the council appointed by the president at the preceding annual meeting. This committee shall consult the membership for suggestions, shall make nominations for officers and members of the council, and shall prepare ballots containing the names of its nominees and of all who may be nominated by petition of ten or more members filed with the secretary at least two weeks in advance of the annual meeting at which the election is to take place. A majority of the ballots cast by the members and delegates present at the meeting shall be necessary for election. Only individual members shall be eligible for election as officers or members of the council.

11. If a vacancy shall occur in the council or any of the offices except the presidency it may be filled by the council, and the person designated shall hold the position for the unexpired term of the person vacating it.

12. The president shall preside at all business meetings of the Society and of the council and shall perform such other duties as may be directed by the council.

13. The vice president shall perform the duties of the president in case the president is absent or incapacitated, and, in case of a vacancy in the presidency, he shall assume that office and hold it for the remainder of the term.

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16. The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting.

## **MEETINGS**

17. The Society shall hold an annual meeting at such time and place as the council shall determine, and special meetings may be called by the council. Notice of all meetings of the Society shall be mailed by the secretary at least thirty days before the date of the meeting. Fifteen members shall constitute a quorum for the transaction of business but a smaller number may adjourn to another date.

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20. When funds are available the Society shall publish a yearbook, quarterly magazine, or other serial publication, which shall contain accounts or proceedings of the meetings of the Society, together with such reports, papers, reviews, and news of archival activities as may be determined by the editor. Every member whose dues are not in arrears shall be entitled to receive this publication, and subscriptions shall be accepted from others at such rates as may be directed by the finance committee.

## **RECORDS**

21. The minute books, correspondence, and other records of the Society and its committees shall be preserved by the officers and chairmen of committees and shall be promptly turned over by them to the secretary when their terms expire. Records that have ceased to be of use in conducting the current affairs of the Society may, by direction of the council, be turned over to a depository selected by it for permanent preservation.

22. Amendments to this constitution may be proposed in writing filed with the secretary by any five members. Copies of the proposed amendments shall be mailed by the secretary to all members at least thirty days in advance of the meeting at which they are to be considered. If approved by the council they may be adopted by a majority vote, if not so approved, by a two-thirds vote, at any annual meeting of the Society.

## **SCHEDULE**

The first officers and five members of the council shall be elected by those present at the organization meeting. At the first meeting of the council lots shall be drawn to assign terms of one, two, three, four, and five years, respectively, to the elected members. The first members of the board of editors shall be elected for terms of one, two, three, and four years, respectively.